

Dear Parent / Carer

We will be holding Parents' Meetings on **Tuesday 7th November 2023**. If you would like to take this opportunity to talk to your child's class teacher about his/her progress could you please complete the form below, indicating your preferred time block and return it to school no later than **9am on Friday 3rd November**. Appointments will be for approximately 10 minutes and it is important to keep to these times to avoid long delays for other parents. Should you have specific concerns that would require a longer discussion, please contact school to arrange an appointment at a different time.

May I remind you that appointments are for parents - you are welcome to bring your partner along but we are unable to discuss children's progress with any one other than mother/father or legal guardian.

If you have more than one child in school, please enter their names on one slip along with your preferred time(s).

Yours sincerely



Mrs Sarah Hall
Executive Head Teacher

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Name of child / children Class.....

I would like to see the class teacher on Tuesday 7th November 2023 and the most suitable time blocks are (please tick)

1.00pm – 1.10pm		2.30pm-2.40pm		4.00pm-4.10pm
1.10pm-1.20pm		2.40pm-2.50pm		4.10pm-4.20pm
1.20pm-1.30pm		2.50pm-3.00pm		4.20pm-4.30pm
1.30pm-1.40pm		3.00pm-3.10pm		4.30pm-4.40pm
1.40pm-1.50pm		3.10pm-3.20pm		4.40pm-4.50pm
1.50pm-2.00pm		3.20pm-3.30pm		4.50pm-5.00pm
2.00pm-2.10pm		3.30pm-3.40pm		
2.10pm-2.20pm		3.40pm-3.50pm		
2.20pm-2.30pm		3.50pm-4.00pm		

Signed Date



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