

Dear Parent / Carer

We will be holding Parents' Evenings on **Tuesday 7<sup>th</sup> November and Wednesday 8<sup>th</sup> 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 3<sup>RD</sup> NOVEMBER 2023**. 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 S Hall  
Head of School

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Name of child / children ..... Class.....

I would like to see the class teacher on Tuesday 7<sup>th</sup> November or Wednesday 8<sup>th</sup> November and the most suitable time blocks are (please tick)

**Tuesday 7<sup>th</sup> November**

**Wednesday 8<sup>th</sup> November**

3.30 pm– 3.40pm		4.40pm-4.50pm		3.30 pm– 3.40pm		4.40pm-4.50pm	
3.40pm– 3.50pm		4.50pm-5.00pm		3.40pm– 3.50pm		4.50pm-5.00pm	
3.50pm - 4.00pm		5.00pm-5.10pm		3.50pm - 4.00pm		5.00pm – 5.10pm	
4.00pm- 4.10pm		5.10pm-5.20pm		4.00pm- 4.10pm		5.10pm – 5.20pm	
4.10pm-4.20pm		5.20pm-5.30pm		4.10pm-4.20pm		5.20pm – 5.30pm	
4.20pm-4.30pm				4.20pm-4.30pm			
4.20pm-4.30pm				4.20pm-4.30pm			
4.30pm-4.40pm				4.30pm-4.40pm			
4.30pm-4.40pm				4.30pm-4.40pm			

Signed ..... Date .....



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