



Dear Parents

Parents' Evenings this term will take place on **Wednesday 10th and Thursday 11th February 2016.**

I hope you will be able to come and meet your child's teacher and exchange information. Please return the attached slip to your child's class teacher as soon as possible and by **3rd February** at the latest. Teachers will then try and give you 10 minute appointments at your preferred time and will liaise to make sure that those of you who have children in more than one class do not have appointments which clash. Whilst we are aware that 10 minutes is a reasonable short appointment, we feel it is sufficient for your child's Teacher to update you on their progress, to that end we would be most grateful if you could be punctual for your appointment and to stick to the 10 minutes as closely as possible, therefore allowing Teachers to see all parents in a timely fashion. Any other matters that you need to discuss can be relayed via the School/Home Communication Book or by a telephone call to school at any other time. Appointments will be given on a first come, first served basis.

If you find it impossible to attend on either of these occasions, please contact your child's class teacher and s/he will try to accommodate you.

We would be most grateful if you could manage NOT to bring your child (ren) with you to Parents' Evening. We are not able to supervise them when you are seeing teachers, and I am concerned about their safety.

Yours sincerely,

Mr R Green
Headteacher

PARENTS' EVENINGS – WEDNESDAY 10TH AND THURSDY 11TH FEBRUARY
PLEASE INDICATE THREE TIMES IN ORDER OF PREFERENCE BY PLACING NUMBERS 1, 2, 3 IN THE APPROPRIATE BOXES AND RETURN **TO YOUR CHILD'S CLASS TEACHER.** YOU WILL BE INFORMED OF YOUR EXACT APPOINTMENT TIME. PLEASE ALSO LIST NAMES OF CHILDREN IN OTHER CLASSES.

Child's Name.....Class

Other brothers and/or sisters in school:-

Name	Class
<u>WEDNESDAY 10TH FEBRUARY</u>	<u>THURSDAY 11TH FEBRUARY</u>
5.00 – 5.30	3.30 – 4.00
5.30 – 6.00	4.00 – 4.30
6.00 – 6.30	4.30 – 5.00
6.30 – 7.00	5.00 – 5.30
7.00 – 7.30	5.30 – 6.00