

26th September 2014

Dear Parents

PARENTS EVENINGS

Tuesday 14th October and Wednesday 15th October 2014

Parents Evenings will be held on Tuesday 14th October from 3.30 pm to 5.30 pm and Wednesday 15th October from 4.30 pm to 6.30 pm. Please note that Mrs Faulconbridge (Year 2 teacher) will only be available on Wednesday. We allow 10 minutes for each interview – if after 10 minutes there are still issues that need further discussion please make another appointment with the teacher involved. I am sure you will all understand that it is in everyone's interest to keep the interview within the 10 minutes allowed to ensure fairness to other parents who are waiting.

If you have children in more than one Base, we will try to make follow on appointments where possible. If for any reason you are unable to come on these evenings, please let us know and we will try to arrange another appointment. We look forward to seeing you.

To allow teachers to organise timetables and inform parents of their appointment time, please complete the attached form and return by Friday 3rd October.

Yours sincerely

Mrs Marie Waring
Headteacher

Name of child

Please indicate your preferred appointment date and time. Please indicate a first and second choice.

I would like to see*Name of child's teacher*

First/Second Choice (please delete as appropriate)

First/Second Choice

Day	Time			
Tuesday (Mrs Faulconbridge Not available on this day)	3.30- 4.00	4.00- 4.30	4.30- 5.00	5.00- 5.30

Day	Time			
Wednesday	4.30- 5.00	5.00- 5.30	5.30- 6.00	6.00- 6.30

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For School Use (to be returned to parent)

Appointment to see:

Name of Child.....

Day	Time of Appointment
Tuesday/Wednesday	