



Scalford C of E Primary School

School Lane, Scalford, Melton Mowbray, Leicestershire LE14 4DT

Headteacher:
Mrs M Waring

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25th September 2015

Dear Parents

PARENTS EVENINGS

Monday 12th October and Wednesday 14th October 2015

Parents Evenings will be held on Monday 12th October from 4 pm to 6 pm and Wednesday 14th October from 3.45 pm to 5.45 pm. Please note that Mrs Leonard (Year 4 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 by popping up to my office. 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 and again keeping to time will help with this system. 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 2nd October. Only one slip is required per family.

Yours sincerely

Mrs Marie Waring
Headteacher

Name of child/ren (only one form required per family)

Please indicate your preferred appointment date and time by ticking the relevant box . Please indicate a first and second choice.

First/Second Choice (please delete as appropriate)

First/Second Choice

Day	Time			
Monday (Mrs Leonard is Not available on this day)	4.00-4.30	4.30-5.00	5.00-5.30	5.30-6.00

Day	Time			
Wednesday	3.45-4.15	4.15-4.45	4.45-5.15	5.15-5.45

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For School Use (to be returned to parent)

Parents Evening Appointment time:

Name of Child	Day	Time of Appointment
	Monday 12th/Wednesday 14 th October	
	Monday 12th/Wednesday 14 th October	
	Monday 12th/Wednesday 14 th October	

Please arrive on time, we will endeavor to keep to our schedule.