



27<sup>th</sup> September 2019

Dear Parent/Guardian,

**Parents' Evening**

We will be holding our Autumn Term Parents' Evenings for all classes on Wednesday 23<sup>rd</sup> October and Thursday 24<sup>th</sup> October. The focus for these meetings is to update you on the progress your child is making against the targets previously set and the support they need to continue to move forward. You will also have a chance to look at your child's work.

The form below indicates the times when your child's class teacher will be available. It is important that the form is returned as quickly as possible, as appointments are made on a "first come, first served basis".  
**Please return forms no later than Friday 4<sup>th</sup> October.**

Due to constraints of time especially in our larger classes, we stress that consultations must be kept to a maximum of 10 minutes. If you find that you do need longer to discuss an issue with your child's class teacher an appointment can be made for another time.

**Please note that all school staff-led clubs including Orchestra are cancelled during the week commencing 21<sup>st</sup> October 2019. The paid-for clubs (Tag Rugby on Wednesday and Hotshots on Thursday) will go ahead as usual and take place outside.**

Yours sincerely,

Mrs J. Pardon  
Headteacher

**PARENTS' EVENING**

Please clearly mark your 1st and 2nd choice by the appropriate date and time you would prefer to have an appointment.

	<b>Wednesday 23<sup>rd</sup> October</b>	<b>Thursday 24<sup>th</sup> October</b>
<b>3.30 – 4.00</b>		
<b>4.00 – 4.30</b>		
<b>4.30 – 5.00</b>		
<b>5.00 – 5.30</b>		
<b>5.30 – 6.00</b>		
<b>6.00 – 6.30</b>		
<b>6.30 – 7.00</b>		

Signed ..... Child's Name..... Class .....

We also have a child in Class.....

**PARENT'S EVENING**

The time you have been allocated for .....  
is..... on Wednesday 23<sup>rd</sup> October / Thursday 24<sup>th</sup> October