

22<sup>nd</sup> September 2017

Dear Parents and Carers,

### **Re Parent/Carer evening**

We have arranged a parent/carer evening early in this term, which will be held over two evenings – **Wednesday 4th and Thursday 5<sup>th</sup> October**. We have done this so that you can make early, quality contact with your child's teacher. During the evening, you will have the opportunity to meet with your child's class teacher to find out about your child's progress and targets. These meetings are a valuable element of the partnership we have with all parents and carers; it is important that you attend. If you are unable to attend, please speak to your child's class teacher.

You will notice from the time-slots available (at the bottom of this letter) that the Wednesday session ends at 6.50pm, the Thursday session at 5.50pm. To secure an appointment, please return the slip below after placing a circle around the day and time blocks you would prefer by **Monday 2<sup>nd</sup> October at the very latest**. Please give as many preferences as you can. Appointments will be allocated on a first return basis. **Please hand your completed slip to your child's class teacher-this must be in paper copy and not via email, thank you.** Your appointment will be confirmed via a return slip where the available time has been highlighted.

Please note that the meetings are **only ten-minutes** long. Sometimes, parents want to extend the length of their meeting time and become disappointed if this is not possible. We are unable to do so as this is unfair to other parents. If you require a much longer meeting, please speak with your child's teacher, and arrange an appointment for a different day, where more time can be spent.

Thank you in advance for your co-operation.

Yours sincerely

Mr David Ogle  
Associate Head Teacher

**Parent/carer evening appointment selection**

**Please return this slip to your child's class teacher**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

**Wednesday 4<sup>th</sup> Oct**      3:40   3:50   4.00   4.10   4:20   4:30   4:40   4.50  
5:00   5:10   5:20   5:30   5:40   5.50   6.00   6.10  
6.20   6.30   6.40   6.50

**Thursday 5<sup>th</sup> October**    3:40   3:50   4.00   4.10   4:20   4:30   4:40  
4.50   5:00   5:10   5:20   5:30   5:40   5.50

Classes of brothers/sisters: .....