5th October 2021

Dear Parents/Carers

This year our parent evenings are on Tuesday 12th October between 4 and 8pm and on Wednesday 13th October between 4 and 6pm.

Please return the slip below indicating the hour slot in which you would like to be given a timed appointment. Slots will be allocated on a first come first served basis. Teachers will liaise where siblings are involved, to ensure that the timing between appointments is not too tight.

The slip will be returned to you as a reminder and annotated with the time. The children will leave out a selection of books for you to view whilst you are in school – please leave a little time before or after your appointment to have a look at the work they have completed so far this year.

Please return the slip as soon as possible – one slip per child – and we will get them back to you with the specific time before the end of this week.

Kind regards

Lucy Macey – Executive Head teacher

Name of child_____ Class_____

I would like to request an appointment in the following time frame:

Tuesday 12th October (please circle) 4 – 5 pm 5 – 6 pm 6 – 7 pm 7 – 8pm	Wednesday 13th October (please circle) 4 – 5 pm 5 – 6 pm	*Teacher use:* *Time allocated -* *Tuesday /* *Wednesday* *_____pm*

Signed _____ Print _____ Date _____