

2<sup>nd</sup> November 2015

Dear Parents,

Parents Evening this term for your child will be on **Monday 9<sup>th</sup> November**. Please indicate below a preferred time for your appointment; every effort will be made to accommodate you but as you can appreciate certain times may be more popular than others. Appointments will be in five minute slots, if for any reason you wish to have a longer appointment please contact the class teacher. Please return this whole letter back to school and an appointment will be sent home to you.

Name of child: \_\_\_\_\_

3.30pm - 4.00pm	
4.00pm - 4.30pm	
4.30pm - 5.00pm	
5.00pm - 5.30pm	
5.30pm - 6.00pm	
6.00pm - 6.30pm	
6.30pm - 7.00pm	
7.00pm - 7.30pm	

Appointments will be held in the main hall and books will be available in the classrooms for parents to browse through.

**If you already have an appointment arranged with Miss Steele (SENCo) and your child's class teacher on Monday 9<sup>th</sup> November then you do NOT need an appointment at parents evening. However, you are still welcome to come and look at your child's books in the classroom.**

Yours sincerely,

Miss S J Clarke  
**Headteacher**

Your appointment time is: \_\_\_\_\_ (for staff use)