



St. Chad's C.E. (C) Primary School

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Headteacher: Miss S.J. Clarke Bsc (Hons), PGCE, NPQH

"Building together for a better future"

31st October 2016

Dear Parents,

Parents Evening this term for your child will be on **Monday 7th 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: _____

- 4.00pm	
- 4.30pm	
- 5.00pm	
- 5.30pm	
- 6.00pm	
- 6.30pm	
- 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.

Miss Steele and Miss Hollins have sent separate appointments out for children on the Special Needs Register and therefore you do not need to make an additional parents evening appointment.

Yours sincerely,

Miss S J Clarke
Headteacher

Your appointment time is: _____ (for staff use)