



November 6th 2017

Dear Parents/Guardians,

## PARENTAL INTERVIEWS

On Wednesday November 21st we will be holding Parents' Evening. This Parents' Evening is to give class teachers the opportunity to give a brief overview of how your child is settling in and if there are any issues which might require some support from home. It is still early in the year to give detailed information about progress or attainment, however there will be a further Parents' Evening in the Spring Term and a written report later in the year.

To be fair to all parents each interview will last 5 minutes and an appointment time will be issued, hopefully to suit each parent.

In order to help the organisation, please return the tear off slip below. Interviews will be held from:  
3.00 – 4.00pm, 4.00 - 5.00pm and 5.00 - 6.00pm for Foundation Phase pupils and  
3.10 – 4.00pm, 4.00 - 5.00 and 5.00 - 6.00pm for KS2 pupils.

Please indicate below your 1st and 2nd preference for a time slot and we will contact you with the exact appointment time. If you return this slip promptly you are more likely to get your first preference, however we cannot guarantee this. Should the above arrangements not be convenient, alternative arrangements can be discussed with the class teacher.

We hope to welcome all parents to this important opportunity to support your child's learning.

Yours sincerely

Mr D Jones  
Head Teacher



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I wish for an appointment between 3.00 - 4.00 \_\_\_\_\_ (e.g. 3.00 - 4.00 1st )  
4.00 - 5.00 \_\_\_\_\_ (e.g. 4.00 - 5.00 2nd )  
5.00 - 6.00 \_\_\_\_\_ (e.g. 5.00 - 6.00 \_\_\_\_\_ )

Signed \_\_\_\_\_ Parent of \_\_\_\_\_