



24<sup>th</sup> February 2015

Dear Parent/Carer

The dates of our parents' evenings this year will be Tuesday 1<sup>st</sup> March, between 4:00 - 6.00pm and Wednesday 2<sup>nd</sup> March between 4:30 - 7:00pm. Could you, please, **indicate a time session you would prefer** and then return the slip to your child's class teacher as soon as possible. If you have more than one child at the school we will try to ensure the appointments are spaced at convenient times.

As this is an important meeting of the academic year to inform you of your child's progress, if you cannot attend either evening, please sign the slip below so your child's class teacher can arrange an alternative time to meet.

Many thanks

K Lee

Head Teacher

Pupil Name .....

Class .....

**Tuesday 1<sup>st</sup> March**

I would prefer an appointment in the following time slot (please tick)

4.00 - 4.30       4.30 - 5.00       5.00 - 6.00

.....

**Wednesday 2<sup>nd</sup> March**

I would prefer an appointment in the following time slot (please tick)

4.30 - 5.00       5.00 - 5.45       5.45 - 6.30       6.30 - 7.00

.....

**I will not be able to attend Parent Interview Evening**

Signed Parent/Guardian .....

Date .....

.....

Pupil Name .....

Class .....

An interview has been arranged with ..... at .....

on ..... It is hoped that this appointment will be convenient.