

Dear Parents/Carers,

5<sup>th</sup> March 2018



We are holding Parent Meetings on Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> March 2018 and would like to invite you to make an appointment with your child's class teacher to discuss the progress they have made this term. You will also have the opportunity to look at your child's work. At Parent Meetings it can be really useful for your child to come with you so they can show you their work and explain things.

Once again all meetings with the teacher will be held in either the Upper or Lower School halls. We are going to ask you to go to your child's classroom to look at their work and then come to the main hall (Lower School Hall for children in Y1 and Y2 and Upper School Hall for children in Y3, 4, 5 and 6) at your appointment time to meet with your child's teacher.

*This will mean that the Hockey Session (Monday) and Multi Sports Club (Tuesday) will be cancelled for the Monday and Tuesday of that week but Choir will still take place in the Upper School library and Child Care will take place in Mrs Henderson's room.*

To help us arrange details, please complete the form below and **return it to school no later than MONDAY 12<sup>th</sup> March to enable us to arrange appointments.**

**The sooner you return your form the more likely you are to get your first choice.**

It is very helpful if you can tick either option 1, 2 or 3. This means that we can use these options to balance out the number of appointments in each session. If you do need to state a time then you are more likely to get your choice if you avoid the beginning and end of the appointment times. If you have children in more than one class then we will ensure that your appointments do not clash. Thank you for your help and we look forward to seeing you.

Yours sincerely

**Kay Hemmings**

Head Teacher

Name of Child:	Class
I/We would like to come to school:-	Please tick appropriate box/es
1. Either day - any time.	
2. Monday only - any time.	
3. Tuesday only - any time	
4. Monday 3.15 p.m. to 4.00 p.m.	
5. Monday 4.00 p.m. to 5.00 p.m.	
6. Monday 5.00 p.m. to 5.30 p.m.	
7. Tuesday 3.15 p.m. to 4.00 p.m.	
8. Tuesday 4.00 p.m. to 5.00 p.m.	
9. Tuesday 5.00 p.m. to 5.30 p.m.	
Signed _____ Parent/Guardian	
Other children in school	Class
_____	_____
_____	_____
_____	_____