



Monday 21<sup>st</sup> January 2019

Dear Parent or Carer,

Parents' Evening appointments will take place on **Tuesday 12<sup>th</sup> February** and **Wednesday 13<sup>th</sup> February**. Everyone will be allocated a 10 minute appointment. You will have the opportunity to look at your child's work either side of this appointment.

Please complete the reply slip indicating ALL available times you could attend for an appointment to the **class teacher**. We shall try our hardest to accommodate you but there are usually some appointments that are very popular and therefore hard to accommodate.

Please return the reply slip by **Monday 28<sup>th</sup> January**. You will receive a letter back to confirm your appointment day and time by Wednesday 6<sup>th</sup> February.

Yours sincerely

Mrs L Barbuti  
Head of School

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Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Name of any siblings and their class: \_\_\_\_\_

Please tick all available times:

Tuesday 12 <sup>th</sup> February	Wednesday 13 <sup>th</sup> February
3.40-4.30	3.40-4.30
4.40- 5.30	4.40- 5.30
5.40- 6.20	5.40- 6.20