



28<sup>th</sup> February 2017

Dear Parents/Guardians

**Re: Parent's Evening - Thursday 23<sup>rd</sup> March 2017 - Reception to Year 6**

Teachers will be available on **Thursday 23<sup>rd</sup> March between 3.45pm and 6.20pm**. The evening will be run by appointments only and **timings will be approximately 10 minutes**. It is hoped that everyone will respect the next family's time by leaving promptly.

This will be an opportunity to discuss your child's progress, and any concerns you may have. Your child's current reading, writing, numeracy and personal targets will be shared with you. I will be available throughout the evening if any parents would like to speak to me, as will Mrs. Burrows (SENCO) and Mrs. Dore (EAL).

Please return the slip, indicating your preferred time slot. We will do our best to accommodate your choice, and will send you confirmation of your appointment by a return slip.

Your son or daughter is welcome to attend the appointment with you, however the Aftercare facility will only be available for children who are booked in. **Unfortunately we cannot accommodate any "extra" children once the places are fully booked due to staff ratios.**

**All Afterschool Clubs are cancelled.**

Yours sincerely,

Mrs J. Shaw  
**Head of Lower School**

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**Parent's Thursday 23<sup>rd</sup> March 2017**  
**Please return to Lower School Reception**

Pupil's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Our preferred time would be:    between 3.45 and 4.45        between 4.45 and 5.30      
between 5.30 and 5.50        between 5.50 and 6.20   

Signed: \_\_\_\_\_ Parent/Guardian