



13th September 2017

Dear Parents/Guardians

Re: Parent's Evening - Thursday 28th September - Year 1 to Year 6

Teachers will be available on **Thursday 28th September 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



Parent's Thursday 28th September 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