



Tuesday 3rd March 2020

Dear Parent or Carer,

Parents' Evening appointments will take place on **Tuesday 24th March** and **Wednesday 25th March**. 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 **Tuesday 10th March**. You will receive a letter back to confirm your appointment day and time by Tuesday 17th March.

Yours sincerely

Mrs L Barbuti
Head of School

Name of Child: _____ Class: _____

Name of any siblings and their class: _____

Please tick all available times:

Tuesday 24 th March	Wednesday 25 th March
3.40 - 4.30	3.40 - 4.30
4.40 - 5.30	5.40 - 6.20
5.40 - 6.20	5.40 - 6.20