



Parents' Evening Letter – Willow, Pine and Elm

Friday 7th March 2025

Dear Parent or Carer,

Parents' Meeting appointments will take place on **Thursday 27th March 2025** for your child's class. Parents will be allocated a **10-minute appointment**. You will have the opportunity to look at your child's work either side of this appointment. Your child will bring home a 'learning summary card' nearer to the appointment date for discussion at the meeting.

Please complete the reply slip indicating **ALL available times** you could attend an appointment with your child's class teacher. We shall try our hardest to accommodate the times you have selected. If you are unable to make the date for your child's class, please speak to the class teacher to arrange a mutually convenient date/time.

Please return the reply slip by **Wednesday 12th March 2025**. You will receive a slip back to confirm your appointment day and time by **Wednesday 19th March 2025**.

Yours sincerely

Mrs Ryan
Head Teacher

Name of Child: _____ Class: _____ Year group: _____

Name of any siblings and their class: _____

Please tick all available times:

Tuesday 25th March 2025	Please tick the times you can attend
1:10 – 2:00	
2:00 – 3:00	
3:00 – 4:00	
4:00 – 5:00	
5:00 – 6:00	