

Monday 21st January 2019

Dear Parent or Carer,

Parents' Evening appointments will take place on **Tuesday 12th February** and **Wednesday 13th 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 28th January.** You will receive a letter back to confirm your appointment day and time by Wednesday 6th February.

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 12 th February	Wednesday 13 th 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

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