

4 March 2011

Dear Parents/Carers

**Parents' Consultation Evening Monday 21<sup>st</sup> March and Wednesday 23<sup>rd</sup> March 2011**

I have pleasure in inviting you to visit the school for our Parents Evening on Monday 21<sup>st</sup> March and Wednesday 23<sup>rd</sup> March. The evenings offer an opportunity to discuss with teachers your child's work and progress, and to answer any queries you might have.

Interviews have to be limited in time to 5 minutes, so if you wish to discuss issues in more depth then you can make a separate appointment to see your child's class teacher.

Please fill in the reply slip below to indicate whether or not you are able to attend and the approximate time you would like an appointment. We would appreciate a prompt reply so that your child's class teacher can inform you of your interview time.

We look forward to seeing you at this important meeting and hope that you will make every effort to attend. We will also be selling school uniform in the Hall, and parents will have the opportunity if they wish to speak to myself regarding any other issues, and also take a look at our good work gallery, as well sampling our healthy food produced by our Lets Get Cooking Club.

Yours sincerely

**N Butler**  
**Head of School**

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**To be returned to your child's class teacher**

Your child's name \_\_\_\_\_ Class \_\_\_\_\_

Parent's name \_\_\_\_\_ Signed \_\_\_\_\_

I/We shall / shall not\* be present at the Parents' Evening.

(\* Please delete as appropriate and indicate the time below).

Monday 21<sup>st</sup> March 2011

Wednesday 23<sup>rd</sup> March 2011

4.10pm – 4.30pm

5.00pm – 5.30pm

4.30pm – 5.00pm

5.30pm – 6.00pm

6.00pm – 6.30pm

6.30pm – 7.00pm