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3rd November 2015

Dear Parents and Carers,

The Parents Evening this term will be held on Tuesday 1st December. Your child's teacher will be available for appointments between 4pm and 6.30pm. The slots will be 15 minutes each; please use the table below to indicate your three time preferences.

The teachers will endeavour to allocate you a convenient slot, organised on a first come first served basis. Please reply by Friday 20th November. The teachers will confirm appointment times by Wednesday 25th November.

A number of parents/carers have queried the difference between a parent consultation meeting and parents evening. To clarify, parent consultation meetings are held twice per year to discuss your child's targets that were set at their Annual Review or Education Health Care Plan meeting. Parents evening is an opportunity to find out how your child is getting on, view your child's work and discuss general issues.

Yours faithfully,

P Murphy

Peggy Murphy
 Head Teacher

 Name of child:.....

Please delete as appropriate and indicate your time preferences by writing 1st 2nd or 3rd next to your preferred time slots.

I will / will not be attending parents evening on Tuesday 1st December 2015.

4.00pm		5.30pm	
4.15pm		5.45pm	
4.30pm		6.00pm	
4.45pm		6.15pm	
5.00pm		6.30pm	
5.15pm			

