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14th November 2017

Dear Parents and Carers,

The Parents Evening this term will be held on Monday 4th December 2017. Your child's teacher will be available for appointments between 3.50pm and 6.40pm. The slots will be 10 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 Monday 27th November. The teachers will confirm appointment times by Wednesday 29th November.

Please note that for pupils based at Holmesdale, the meetings will be held at the Holmesdale site. For all other pupils, including those based at East Borough, the meetings will take place at the main site in Loose.

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 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. The Therapy team will also be available at for you to speak to and ask any questions that you might have (Loose site).

Yours faithfully,

P Murphy
 Peggy Murphy
 Principal

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 Monday 4th December 2017.

3.50pm		4.50pm		5.50pm	
4.00pm		5.00pm		6.00pm	
4.10pm		5.10pm		6.10pm	
4.20pm		5.20pm		6.20pm	
4.30pm		5.30pm		6.30pm	
4.40pm		5.40pm		6.40pm	