



Monday 9th January 2017

Dear Parents/Carers,

Open Evenings will take place for all classes on: **Wednesday 25th and Thursday 26th January 2016.**

During these slots teachers will be discussing the progress of your child against the revised End of Year Expectations, a summary of which will be sent to parents on Friday 20th January. These meetings will be held in your child's classrooms.

We endeavour to see all parents over the two days. In order to see everyone, teachers will need to keep to the time allotted and will not be able to extend the interviews. However if, after the initial interview, the teacher feels a longer meeting is necessary, the teacher will make a note of this and arrange to see you at another time.

We would prefer that younger children are not brought to school but understand that you may have to bring them with you on that evening. But please be aware that they will need supervising at all times in order that members of staff are able to conduct the interviews uninterrupted.

We are asking you to complete the form below by using numbers to indicate your three preferred time slots. We will then endeavour to ensure that the time given to you is one that you will be able to attend. However there may be a need to offer times outside of your preferences, but we will keep them as close to these times as possible. Unfortunately an indication of one time slot only does not give teachers enough flexibility to accommodate you and you will be allocated a time after the class teacher has assigned other parents.

Thank you for your co-operation.

Yours sincerely,
C. Rhodes | Head of School

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Please return this form to the class teacher:

Please indicate your **three** preferred time slots (1st, 2nd, 3rd). The class teacher will then return the slip to you indicating the time for your interview. Where possible, your requests will be accommodated.

WEDNESDAY 25 th	
3.40 – 4.00	
4.00 – 4.30	
4.30 – 5.00	
5.00 – 5.30	
5.30 – 6.00	
6.00 – 6.20	

THURSDAY 26 th	
3.40 – 4.00	
4.00 – 4.30	
4.30 – 5.00	
5.00 – 5.30	
5.30 – 6.00	
6.00 – 6.20	

Child's Name.....Class

Please indicate name(s) and class(es) of any brothers and/or sisters also at this school.

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Signed Date

Your Interview Time is on Wednesday/Thursday