

November 2017

Dear Parents

On Tuesday 14<sup>th</sup> and Tuesday 21<sup>st</sup> November we shall be holding our Parents Evening. The purpose of the evening is to discuss how your child has settled into their new class, the progress they are making and how we can work together to ensure the children achieve their potential.

The evenings will be organised as follows:-

1. Appointments can be made for between 3.45pm and 6.45pm. Please choose a half hour window for your preferred time by returning the proforma below to your child's class teacher. The teacher will then confirm this time or give you an alternative as close to your request as possible.
2. **Parents who do not attend will be contacted to arrange an appointment.**
3. Please enter school for your appointment through the main entrance, doors will be opened at 3.35pm.
4. Your child's books will be available in the classroom for you to look at. Please make sure you are on time for your appointment with teacher.
5. Appointments with the class teachers will be held in the main school hall.
6. Meetings will last for a maximum of 10 minutes. For other matters, please arrange to see your child's class teacher at another time. It matters that we keep to time to avoid holding up other parents.

We have a tradition of good attendance and I would like to stress the importance of continuing this trend.

Yours sincerely

Mrs S-A Sinclair  
Headteacher

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**Pinfold Street Primary School**

Child name \_\_\_\_\_ Class \_\_\_\_\_

Please select a date and time slot for an appointment:

Tuesday 14<sup>th</sup> November

Tuesday 21<sup>st</sup> November

3.45-4.15

5.15-5.45

4.15-4.45

5.45-6.15

4.45-5.15

6.15-6.45

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Signed (parent/guardian)