17 October 2019

Dear Parents/Carers,

**PARENT CONSULTATION EVENINGS – Wednesday 6th November and Thursday 7th November**

You are invited to meet with your child’s teacher to discuss progress, areas for future development and look at samples of recent work. Please complete the attached slip to request an appointment time and return it to school as soon as possible.

When organising their timetables, staff would find it helpful if you could offer a time slot of around an hour when you could be available. Please come early for your appointment in order that you can spend some time looking at your child’s work. As the usual evening activities will continue in school at this time we are unable to offer any childcare facilities.

The class teacher will be available between:

**3.30 – 6.20 pm on Wednesday 6th November**

**and**

**3.30 – 6.20 pm on Thursday 7th November**

Yours sincerely

M McBride

Headteacher

I would like an appointment between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **on Wednesday**

**6th November/Thursday 7th November.** (delete as appropriate)

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_