Dear Parents,

Parent's evenings this term are to be held on:

**Wednesday 18th October 2017** 3.45 p.m. to 6.00 p.m.
**Thursday 19th October 2017** 3.45 p.m. to 6.00 p.m.

These evenings are an opportunity to discuss how your child is getting on in their class and set individual targets for future progress.

If you have a particular preference for a day or time, please fill in the form below and return it to your child's class teacher by **Thursday 12th October 2017 at the latest**. Certain times are very popular and so it is not always possible to please everyone. A slip will be sent home ahead of Parents Evening advising of the time slot you have been allocated.

If anyone wishes to see the Headteacher, please contact the office to make an appointment.

Yours sincerely,

Mrs J Wood
Head Teacher

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**4th October 2017**

**Child's Name** ...........................................................................................................  **Class** .................

I would like to see ................................................................. (Teachers name) on the following date and time if possible (please tick the relevant box).

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Signed ...........................................................................................................  **Date**........................