Dear Parents,

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

**Wednesday 14th February 2018**  3.45 p.m. to 6.00 p.m.
**Thursday 15th February 2018**  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 **Friday 9th February 2018 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,

[Signature]

Mrs J Wood
Head Teacher

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**26/01/2018**

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<tr>
<th>Child’s Name</th>
<th>Class</th>
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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 ............................................