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Dear Parents

We have planned a Parents evening for **Monday 14<sup>th</sup>, Tuesday 15<sup>h</sup> and Wednesday 16<sup>h</sup> March 2015** between **3.45 and 6.00 p.m.** This will be for **all classes**, in school. This does not apply to Nursery.

An appointment system will mean that parents will be allocated a ten minute slot at a time as close to your preferred time as possible. A swift return of the form below will mean you are more likely to have an appointment in your preferred time slot. This will also allow for more privacy as the current system has parents in the classroom at the same time.

The form below gives you a choice of time intervals. Once you have indicated your preferred day and time slot, an individual appointment will be given to you within it.

If you are struggling with child care arrangements, activities will be available should you require them. You may even wish to bring your child to the meeting, if you felt that it was appropriate to do so.

If you have children in more than one class, and need to speak to more than one teacher, every attempt will be made to keep your appointment times as close to each other as possible.

Yours sincerely

**S. Reader**

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I ..... Parent of .....

Will be attending Parents Evening. I would like an appointment in the time slots shown below.

<b>Monday</b>	<b>Tuesday</b>		<b>Wednesday</b>	
<b>3.30- 4.00</b>	<b>4.00- 4.30</b>	<b>4.30-5.00</b>	<b>5.00-5.30</b>	<b>5.30-6.00</b>

Please circle your preferred time slot, and return to school As soon as possible.