

January 2015

Dear Parents/Guardian,

You are invited to a Parents' Evening on Wednesday 14th January, when you will have the opportunity to discuss your child's progress and development with his or her teachers.

The session will run from **3.30pm to 6.30pm**. We hope that this will enable those who can to come (and go!) early, and perhaps leave things clearer later from those who cannot come early. It will also mean that all concerned will have part of the evening left for other things!

Your child (advised by you) should seek a three-minute appointment with his or her teacher and note that down on his or her sheet; the teacher will do the same. It is vital that the three-minutes are not exceeded. It is my experience that, from a parents' point of view, leaving a gap of three minutes between appointments makes a lot of sense, because this allows you time to move from teacher to teacher.

Please use the Car Park at the rear of the school. This is accessed from Guilford Road.

Yours sincerely,



Headteacher

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I will/will not be attending Parents' Evening on Wednesday 14th January 2015

Name of Child House

Signed.....Parent/Guardian