

2nd March 2022

Dear Parent / Guardian,

I am pleased to inform you that we will be holding parent/teacher meetings on Monday 21st and Tuesday 22nd March. This is an opportunity to discuss your child's progress so far this year. I cannot stress how important we feel these contacts are for both yourselves and the school.

All meetings will take place in the school hall. Please enter via the community room (at the side of the school).

Each appointment will last approximately 10 minutes, we would ask all parents to be mindful of this. Please indicate on the slip below the most suitable time for you to attend and we will do our very best to meet your requested time.

Please return the slip below.

Your child's teacher will contact you to confirm your appointment time.

Yours faithfully,

K.Ratcliffe

Head teacher

Child's Name: _____ Class: _____

I would like you to arrange an appointment for me on MONDAY 21st March during one of the following time slots.
(We will endeavour to give you a more specific time nearer the date)

3:30-4:00	4:00-4:30	4:30-5:00	5:00-5:30	5:30-6:00

I would like you to arrange an appointment for me on TUESDAY 22nd March during one of the following time slots.
(We will endeavour to give you a more specific time nearer the date)

3:30-4:00	4:00-4:30	4:30-5:00	5:00-5:30	5:30-6:00

If you have another child in the school, please indicate their name and class below.

Child's Name: _____ Class: _____

Child's Name : _____ Class: _____