19th October 2017

Dear Parent/Carer

**Re: Parents Evenings Tuesday 21st November and Thursday 23rd November 2017**

Parents Evenings will be held as follows:

Tuesday 21st November: 3.30pm – 5.30pm

Thursday 23rd November: 4.30pm – 6.30pm

It is important that you return the attached slip by **Friday 27th October 2017** at the latest, because organising the appointments is a lengthy process. If you have more than one child in school, please return **each** form to **each** child’s teacher. Thank you.

Please note that we are unable to meet requests for specific times, but try our best to meet those for “early as possible, please” etc. as far as possible.

Child’s Name ……………………………………………………………….. Child’s teacher ………………………

* I would like an appointment as follows:
  + Either of these sessions will be suitable
  + Tuesday 21st November between 3:30pm and 5:30pm
  + Thursday 23rd November between 4:30pm and 6:30pm

**Please tick one box, please do not specify one particular time as we cannot guarantee to accommodate this.**

Signed ………………………………………………………………………... (Parent/Carer)

To help with the administration of the family appointment system, please list any brothers or sisters in school.

Name …………………………………….. Class ……………………

Name …………………………………….. Class ……………………

Name …………………………………….. Class ………………….