



October 2017

Dear Parents, Guardians, and Carers

I am pleased to inform you that we are operating our usual appointment system for Open Evenings on **Wednesday 18<sup>th</sup> October from 3.30 - 5.30 p.m. and Thursday 19<sup>th</sup> October from 5.00 - 8.00 p.m.** We shall endeavour to make an appointment for the time you request, subject to availability on a 'first come, first served' basis. Each appointment with your child's teacher is scheduled to last **five minutes**. If you have any queries which you feel cannot be answered within this allocated time, please make an alternative appointment before or after school.

Please note that due to time constraints, teachers can allocate only one appointment per child. If parents are unable to come together for any reason, an appointment may be made for the second parent on another occasion, at a mutually convenient time.

**Miss Wylie, who deals with all general special needs will be available on Thursday between 6 and 7. Mrs Lewis or Mrs Chaudhri will also be present throughout the evenings and will be happy to meet informally to answer any queries.**

Please note that if you need to bring your child with you, he/she should remain under supervision at all times. Lost property and second-hand uniform will be on display in the entrance lobby on Wednesday from 3.30 to 5.30 pm and Thursday from 5.00 to 8.00pm. Parents are reminded once again about the need to label all clothing - this makes it so much easier to return misplaced items.

Please complete the attached slip as soon as possible and return to the **class teacher not later than Friday 13<sup>th</sup> October**. The slip confirming your time will be returned to you via your child.

Yours sincerely

Mrs S Lewis

Please return this slip with your **ELDEST** child with details of all your children where appropriate

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

Please tick preferred time band		Class Teacher	Miss Wylie
Wednesday 18 <sup>th</sup> October	3.30 - 4.00		
	4.00 - 4.30		
	4.30 - 5.00		
	5.00 - 5.30		
Thursday 19 <sup>th</sup> October	5.00 - 5.30		
	5.30 - 6.00		
	6.00 - 6.30		
	6.30 - 7.00		
	7.00 - 7.30		
	7.30 - 8.00		

SIGNED \_\_\_\_\_