

12th September 2011

Dear Parents,

Re: Parents Evenings – Tuesday 27th and Wednesday 28th

We are again operating an appointment system for our open evenings. Would you please indicate on the slip below (**1 slip per child please**) your preferred time block and the member(s) of staff you wish to visit. Please note that the staff will only be able to see those parents who have booked an appointment. Please return by Wednesday 21st September at the latest in order that appointments may be organised and the times got back to you.

In order to fit all appointments into the two evenings we are only able to offer one appointment per child. We would ask all parents to keep to their allotted interview times (ten minutes). You will, of course, be able to view your children's work before the appointment. If there are any serious problems to discuss further appointments may be made.

We will be holding parent/teacher interviews in the hall. Current guidelines suggest that teachers should not conduct such interviews alone in a classroom and my staff have asked that I respect this when planning the evening. Pupils work will be put out in classrooms for you to look at, so you should allow time for this. Please also be aware that you are very welcome to come and view your child's work with them on the Tuesday afternoon between 2.30pm and 3.20pm.

If you wish to have an appointment with myself in addition to seeing your child's class teacher then please also indicate this on your reply slip.

Yours sincerely,

Mary Barnett
Head teacher.

I/we shall/shall not be attending Open Evening on Tuesday 27th/Wednesday 28th September
(please delete as necessary).

Please mark your first and second choice in the space next to the teacher's initials opposite the appropriate time block.

Tuesday 'Early Appointments'

| <u>Time Blocks</u> | <u>Staff Availability</u> | | | |
|-----------------------|---------------------------|----|----|----|
| 3.30 p.m. - 4.00 p.m. | AH | HC | MC | JR |
| 4.00 p.m. - 4.30 p.m. | AH | HC | MC | JR |
| 4.30 p.m. - 5.00 p.m. | AH | HC | MC | JR |
| 5.00 p.m. - 5.30 p.m. | AH | HC | MC | JR |

Wednesday 'Late Appointments'

| | | | | |
|-----------------------|----|----|----|----|
| 6.00 p.m. - 6.30 p.m. | AH | HC | MC | JR |
| 6.30 p.m. - 7.00 p.m. | AH | HC | MC | JR |
| 7.00 p.m. - 7.30 p.m. | AH | HC | MC | JR |
| 7.30 p.m. - 8.00 p.m. | AH | HC | MC | JR |

Child's Name:

Signed:

