5th November 2019

Dear Parents & Carers,

**Parents’ Consultation Evening**

Parents’ Evening will take place on Wednesday 20th November 2019 (*including the Foundation Stage)* to discuss your child’s progress.

Please complete the slip at the end of this letter and return this to your child’s class teacher indicating the time that would be most convenient for you and we will do our best to give you your preference and to liaise with other teachers for families with more than one child in school. Please return the slip asap.

All teachers will be in the hall. This meeting is for parents and carers and the children are not required to attend.

Yours sincerely,

S. Hall (Mrs)

Headteacher

……………………………………………………………………………………………………………

**PARENTS’ CONSULTATION EVENING**

I should like an appointment with ……………………………….. on Wednesday 20th November 2019.

I would prefer to attend between:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3.40-4.30 |  | 4.30-5.00 |  | 5.00-5.30 |  | 5.30-6.00 |  |

***(Please tick time slot as appropriate)***

Parent of: …………………………………… Class:…………………………

Signed: ...................................…… Date: .......................………..