



12<sup>th</sup> October 2016

Dear Parent(s),

**EARLY YEARS DEPARTMENT PARENTS' EVENING**

**Tuesday 1<sup>st</sup> November 3.30pm - 8.00pm**

We are holding a Parent - Teacher Consultation Evening on Tuesday 1st November.

**We have three Early Years Parents' Evenings during each academic year and you may feel you have no need to speak to your child's class teacher each time. The first in November is an opportunity for you to meet your child's class teacher and have a general discussion about how your child is settling in. The second meeting in January allows you to discuss Progress and Targets. The third in June is to view Profiles.**

If you would like an appointment please complete the return slip stating the time slot which suits you best. We will try to arrange a consultation commencing within the stated half hour.

Each consultation is limited to **ten minutes** but if you feel that a longer period of time is needed please telephone, email or indicate in your child's diary for an appointment at another time.

*Children are specifically not invited.*

If you do not wish to attend the consultation evening this time, please tick the appropriate box, so we know you have seen this letter.

Yours sincerely,

**Mrs S. Hutchinson BEd**  
**Headteacher**

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**To: Class Teacher – St. Joseph's Preparatory School**

Child's / Children's Name(s) .....

Form(s) ..... / .....

I do not wish to attend the parent-teacher evening this term.

Signed ..... Parent / Carer Date: .....

	Child 1	Child 2	Child 3	Child 4	Child 5
Child's Name:					
Class Teacher:					

Preferred Date: (Please tick appropriate box)	Tuesday 1 <sup>st</sup> November	<input type="checkbox"/>		
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1 <sup>st</sup> November (Please highlight your preferred time slot)	3.30pm – 4.00pm	4.00pm – 4.30pm	4.30pm – 5.00pm	5.00pm – 5.30pm	5.30pm – 6.00pm	6.00pm – 6.30pm	6.30pm – 7.00pm	7.00pm – 7.30pm	7.30pm – 8.00pm

*School Use Only*

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*Time of Appointment*

**PLEASE RETURN THIS FORM PROMPTLY / BEFORE MONDAY 17 OCTOBER. THANK YOU.**