



15th September 2016

Dear Parent(s),

PRE PREP AND PREP DEPARTMENT PARENTS' EVENING
(EXCLUDING E.Y.F.S. / EARLY YEARS DEPARTMENT)

TUESDAY 11 OCTOBER - 3.45pm - 8.00pm
THURSDAY 13 OCTOBER - 3.45pm - 8.00pm

We are holding a Parent - Teacher Consultation Evening on Tuesday 11th and Thursday 13th October.

We have two 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 October 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 March allows you to meet core subject teachers and discuss progress.

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

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's Name:					
Class Teacher:					

Preferred Date: (Please tick appropriate box)	Tuesday 11 th October <input type="checkbox"/>	Thursday 13 th October <input type="checkbox"/>	
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11th October (Please highlight your preferred time slot)	3.45pm – 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
13th October (Please highlight your preferred time slot)	3.45pm – 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 FRIDAY 23 SEPTEMBER. THANK YOU.