



20<sup>th</sup> September 2017

Dear Parent(s),

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

**TUESDAY 10 OCTOBER - 3.45pm - 8.00pm**  
**THURSDAY 12 OCTOBER - 3.45pm - 8.00pm**

We are holding a Parent - Teacher Consultation Evening on Tuesday 10<sup>th</sup> and Thursday 12<sup>th</sup> 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 10 <sup>th</sup> October <input type="checkbox"/>	Thursday 12 <sup>th</sup> October <input type="checkbox"/>	
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<b>10<sup>th</sup> October</b> (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
<b>12<sup>th</sup> October</b> (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 29 SEPTEMBER. THANK YOU.**