Date: 10th October 2017

Dear Parent or Carer,

Our Parent Consultation Evening will be held on Tuesday 17th October 2017 from 3.30pm to 7.00pm & Wednesday 18th October 2016 from 3.30pm to 5.00pm.

Please complete the top portion of the slip below and return to school as soon as possible. Appointments will be allocated on a *first come first served* basis and the bottom portion will be returned to you with your appointment time confirmed. If you are unable to attend this date, please contact the school office or your child’s Class Teacher. It is usually possible to arrange an alternative appointment at the beginning or end of another school day. Please note, all appointments will take place in the school hall, so please come to the bottom doors on the evening.

We have attached a ‘Parent View’ Questionnaire to the back of this letter. Please complete this and bring it with you to parents evening where there will be a box to put them in. If you would prefer to complete it online, please visit <https://parentview.ofsted.gov.uk/>. There will be a number of laptops available at parents evening if you would prefer to complete this online but do not have inrternet access at home. Please remember to bring your Parent View login details with you if you already have them. If not, you can register online when you visit the site.

A governor will also be present and available on the evening should you wish to discuss anything.

Yours sincerely,



![MCj04242080000[1]]()Mrs P Foster

Headteacher

**To be completed by parent:**

Child’s Name……………………………………………………………………Class Teacher………………………………

I would like an appointment to see my child’s teacher at ……………pm on……………………………..

I have other children in school:

**![MCj04242080000[1]]()**Child’s name:…………………………………………………………………………………………Class:………………………

**To be completed by teacher:**

Name………………………………………………………………………………………………………………………………….

Your appointment time is………………………… on……………………………………………………………………