Date: 2nd October 2018

Dear Parent or Carer,

Our Parents Evening for Years 1 and 2 will be different from the rest of the school this year due to staff availability. They will be held on Tuesday 9th October 2018 and Wednesday 10th October 2018 from 3.30pm to 5.30pm on both nights.

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 Ark**, 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/>.

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

Parents Evening is your opportunity to speak to your child’s teacher about their time in school and their progress. Please return your form to class teachers as soon as possible.

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……………………………………………………………………