Monday 6th February 2023

Dear Parents,

Parents’ Evenings will take place on Thursday 16th February from 3.10pm – 6pm. These appointments will be face to face. Mrs Thompson will be leading the appointments for Oak Class to allow her to get to know the families better.

If you would like to make an appointment, please complete the attached slip and return it to the office. These appointments are for 10 minutes only and if you feel you need to speak longer with the class teacher, or you are unable to make this date, please let the office know and we will endeavour to arrange an alternative appointment.

Yours sincerely,

Mrs Laughlin

Head of School

**Parents’ Evening**

**Child’s Name: Class:**

Please give first and second choices for preferred times:

Thursday Child’s name

|  |  |
| --- | --- |
| 3.10-3.30 |  |
| 3.30-4.00 |  |
| 4.00-4.30 |  |
| 4.30-5.00 |  |
| 5.00-5.30 |  |
| 5.30-6.00 |  |