



Dear Parents/Carers

27<sup>th</sup> November 2018

**Parent & Teacher Meetings**

Our next formal parent & teacher meetings will be on **Wednesday 5<sup>th</sup> December 3.30-6pm** Each appointment will be of 10 minutes duration and is your opportunity to talk to your child's teacher and see the learning that has been completed and the progress made. It is also an opportunity to discuss attendance, to ask any questions and share relevant information about your child. Please complete the slip below indicating a preferred time for an appointment.

We would also like to offer parent & teacher meetings at the **Coffee Pot, Beachley Barracks on Thursday 6<sup>th</sup> December at 3:30 – 6pm** for parents who find it difficult to travel to school.

Please complete the slip below and return it to school by Monday 3<sup>rd</sup> December.

Please note we cannot guarantee that you will get the exact time you request but we will endeavour to give you a suitable appointment near the time you have requested. We can only see parents/carers who have made an appointment.

Yours sincerely

*S Lloyd*

Mrs S Lloyd  
Acting Executive Head teacher

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**Parent & Teacher Meetings**

I/we would like an appointment on ..... at approximately.....

Child's name.....Class.....

Child's name.....Class.....

Child's name.....Class.....

(Please note that appointments on **Thursday 6<sup>th</sup> December** are only at the **Coffee Pot in Beachley** and not in School)