



29th September 2011

Dear Parent(s),

PREP 6 (ONLY) PARENTS' EVENING

MONDAY 10th OCTOBER 2011

We are holding a Parent -Teacher Consultation Evening on Monday 10th October between 3.45pm – 8.00pm.

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 with Mrs A. Hutchinson please complete the return slip, circling the time you prefer. We will try to arrange a ten-minute consultation 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 or write a note 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: Mrs A. Hutchinson – St. Joseph's Preparatory School

CHILD'S/CHILDREN'S NAME(S)FORM: PREP 6

I do not wish to attend the parent-teacher evening this term.

Signed Parent / Carer

MONDAY 10th OCTOBER

- a) 3.45 pm – 4.00 pm b) 4.00 pm – 4.30 pm c) 4.30 pm – 5.00 pm d) 4.30 pm – 5.00 pm f) 5.30 pm – 6.00pm
- g) 6.00 pm – 6.30 pm h) 6.30 pm – 7.00pm i) 7.00 pm – 7.30 pm j) 7.30 pm – 8.00 pm

School Use Only

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Time of Appointment

**PLEASE RETURN THIS FORM PROMPTLY /
BEFORE 5th OCTOBER. THANK YOU.**