



9th March 2010

Dear Parent(s),

NURSERY, RECEPTION, PRE PREP AND PREP (EXCLUDING PREP 6) PARENTS' EVENING

**TUESDAY 23rd MARCH 2010
THURSDAY 25th MARCH 2010**

We are holding a Parent -Teacher Consultation Evening on Tuesday 23rd and Thursday 25th March 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.

If you would like an appointment with the class teacher please complete the return slip, stating 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: Class Teacher – St. Joseph's Preparatory School

CHILD'S/CHILDREN'S NAME(S)FORM(S) /

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

Signed Parent / Carer

	Child 1	Child 2	Child 3
Child's Name			
Class Teacher			
Time requested (10 minutes from any time band)			
Date requested			

TUESDAY 23rd MARCH / THURSDAY 25th MARCH

- 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 e) 5.00 pm – 5.30pm
- 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 12TH MARCH. THANK YOU.