



8<sup>th</sup> March 2010

Dear Parent(s),

**PREP 6 (ONLY) PARENTS' EVENING**

**MONDAY 22<sup>nd</sup> MARCH 2010**

We are holding a Parent -Teacher Consultation Evening on Monday 22<sup>nd</sup> 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 Mr Dawes and Miss Buttery 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**

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**To: Mr Dawes & Miss Buttery – 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)			

**MONDAY 22<sup>nd</sup> 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.**