

18<sup>th</sup> October 2016

Dear Parent/Guardian

**Parents' Meetings**

Parents' meetings will be held on Wednesday 2<sup>nd</sup> November. Appointment slots of 10 minutes will be offered from 1.30 pm and will finish at 6.00pm.

This will give you an opportunity to talk to your child's teacher, discuss the work that has been covered so far and set future targets. Your child will be sent home tonight with a reply slip in their bag, please complete the slip and return it to school by Friday 21<sup>st</sup> October to enable us to arrange and inform you of your ten minute appointment.

If you cannot make an appointment for this day, please see your child's teacher to arrange a mutually convenient time one day after school.

Yours sincerely

Miss K Finney  
Head Teacher

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I /We would like to discuss the progress of ..... Class .....  
on Wednesday 2<sup>nd</sup> November between:

1.30 – 3.15 p.m.   

3.15 – 4.30 p.m.   

4.30 – 6.00 p.m.   

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