

Dear Parent/Carer

February 2019

**Re: Interviews with Class Teachers – Wednesday 6 March 2019**

Parent interviews will take place on Wednesday 6 March 2019. School will close at **2.00 pm** and all children should be collected at this time. Parent interviews will commence at **2.30 pm** and continue until **8.00 pm**. You will be able to discuss your child’s progress at the meeting, which will take place in your child’s classroom. Each meeting should last 10 minutes.

Please indicate on the slip below which time you would like to meet your teacher. Your teacher will then complete the reply slip indicating the time allocated.

If you are separated from your child’s mother or father and you require separate notification and a separate appointment, please let us know.

Mrs Anderson, Learning Support Manager, will also be available in the Welcome Inn (room opposite classroom 1L) from 2.30 pm – 8.00 pm if any parents would like to see her.

Yours sincerely



Mrs J Payne      Mrs B Taylor  
Headteacher      Headteacher

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**Parent Interviews – March 2019      (Please return this section to class teacher)**

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

Name of sibling \_\_\_\_\_ Class \_\_\_\_\_

Day and Date	Time	
Wednesday 6 March 2019	2.30 pm – 5.00 pm	
	5.30 pm – 8.00 pm	

Signed \_\_\_\_\_ Parent/Carer

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**Parent Interviews – March 2019 – Time Allocated:**  
**(This section to be completed by Class Teacher)**

Child’s Name	Class	Wednesday 6 March 2019