



Tuesday, 14th March 2017

Dear Parents and Guardians,

Junior School Parents' Evening: Thursday, 23rd March

I am writing to invite you to Parents' Evening on Thursday, 23rd March. **Please note that this event will be held in the Main Hall.** At this meeting you will be able to meet with your child's Form Teacher to discuss your child's attainment, progress and targets in the core subjects. We also wish to continue to encourage a positive home-school relationship to ensure that your child is happy and productive whilst in our care.

Appointments can be made between 4pm and 5.50pm and between 6.20pm and 7.50pm. To enable all of our parents to be seen in this time frame, appointment times are restricted to 10 minutes. Your punctuality is essential and is much appreciated. Unfortunately, we are unable to guarantee appointments for latecomers. If you have any further significant queries or concerns that you feel need addressing at this meeting, please arrange an additional meeting via Mrs Tighe at a time that is mutually convenient.

To enable staff to send an appointment out to you, I would be grateful if you could indicate on the reply slip whether you are able to attend and which session would be most convenient. Please specify a 1st and 2nd choice time slot. We try to keep the timings as close as possible for siblings in the Junior School. Appointments are assigned on a first come, first served basis as the slips are returned to school.

We very much look forward to seeing you on Thursday, 23rd March.

Yours sincerely,

A handwritten signature in cursive script that reads 'K O'Donoghue'.

Mrs K O'Donoghue
Acting Head of Junior School

Please detach, complete and return this form to your child's Form Teacher by Friday, 17th March.

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Pupil's name:.....Pupil's form:

Name (parent/guardian).....

Signature (parent/guardian).....

I will/ will not be able to attend the Junior School Parents' Evening on Thursday, 23rd March.

Please indicate a **first and second choice** time slot by placing a '1' and '2' in the boxes provided.

A 10-minute appointment will then be allocated.

4pm – 5pm

5pm – 5.50pm

6.20pm – 7pm

7pm – 7.50pm