



Thursday, 19th October 2017

Dear Parents and Carers,

Primary Phase Parents' Evenings (Reception – Year 6)

I am writing to invite you to Parents' Evening on Wednesday, 8th November and Thursday, 9th November. 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 16:00 and 18:20 on either day. 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 which day and sessions 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 Primary Phase.

Appointments are assigned on a first come, first served basis as the slips are returned to school. **Please return the reply slip to your child's Form Teacher tomorrow, Friday, 20th October.**

We very much look forward to seeing you at this event.

Yours sincerely,

A handwritten signature in blue ink that reads 'K O'Donoghue'.

Mrs K O'Donoghue
Joint Head of Primary (Teaching and Learning)



Please detach, complete and return this form to your child's Form Teacher by Friday, 20th October.

Primary Phase Parents' Evening

Please indicate a preferred date by ticking one box; if either are suitable, please tick both.

Wednesday, 8th November

Thursday, 9th November

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.**

16:00 – 16:45

16:45 – 17:30

17:30 – 18:20

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

Name (parent/carer).....

Signature (parent/carer).....