



Caldy Road

Headteacher: Mrs J Callaway BA Hons QTS
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Telephone: 0151 625 6993
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8th October 2018

Dear Parents/Carers,

**Parents' Evening
Reception, Year 1, Year 4 and Year 6
Wednesday 14th November 2018**

Parent / Teacher meetings for pupils will be held on Wednesday 14th November 2018 from 3.15pm for Infants and from 3.30pm for Juniors.

Appointments will last for 5 minutes to discuss your child's progress to-date. Meetings will be held in classrooms.

Miss Tweed will be available to meet with parents from 3.30pm. Similarly if your child receives support tuition from Mrs Tooley she will also be available from 3.30pm, please indicate on the reply slip if you would like to make an appointment.

Refreshments will be available in the school hall. Please can you indicate on the reply slip whether you require an early or late appointment. Reply slips should be returned to the school office by **Friday 12th October 2018** so that appointment times can be confirmed with you.

A late room will be in operation from 3.15pm until 5.30pm, for pupils to be supervised during your appointment with teaching staff only. If you require your child to be looked after for a longer period than this, please book them into After School Club which will operate as normal until 6.00pm or alternatively, please make other arrangements for your child's supervision.

Children not attending After School Club or the Late Room will be dismissed to parents at the normal times of 3.05pm for Infants and 3.40pm for Juniors from the usual locations.

Yours sincerely

Mrs J Callaway
Headteacher



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**Parents' Evening
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Wednesday 14th November 2018**

Child's Name: _____ Year: _____

Parents' Evening Interview Time:

INFANT CHILDREN ONLY (REC & Y1)

Please tick as appropriate

I / We would prefer: An early appointment – 3.15pm to 5.00pm

☐

A late appointment – after 5.00pm

☐

JUNIOR CHILDREN ONLY (Y4 & Y6)

Please tick as appropriate

I / We would prefer: An early appointment – 3.30pm to 5.00pm

☐

A late appointment – after 5.00pm

☐

I / We would like a separate appointment with Miss Tweed (Science)

☐

SUPPORT TUITION

Please tick as appropriate

My child receives support tuition

I / We would like an appointment with Mrs Tooley

☐

LATE ROOM

Please tick as appropriate

Available between 3.15pm to 5.30pm for the duration of your meeting **ONLY**

I / We expect my / our child to require supervision

☐

AFTER SCHOOL CLUB

Please tick as appropriate

Available between 3.00pm to 6.00pm

I / We have booked my / our child(ren) into After School Club

☐

Signature of
Parent/Carer: _____

Date: _____

PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD
Please return this reply slip to the school office by
FRIDAY 12TH OCTOBER 2018