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14th October 2019

Dear Parents/Carers,

**Parents' Evening
Year 2, Year 3 and Year 5
Tuesday 12th November 2019**

Parent / Teacher meetings for pupils will be held on Tuesday 12th November 2019 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. If your child receives support tuition from Mrs Bryan she will also be available from 3.30pm on Monday 11th November or on another pre-arranged occasion, 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 **Friday 18th October 2019** 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

