



Caldy Road

Headteacher: Mrs J Callaway BA Hons QTS  
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30<sup>th</sup> October 2017

Dear Parents/Carers,

**Parents' Evening  
Year 2, Year 3 and Year 5  
Thursday 16<sup>th</sup> November 2017**

Parent / Teacher meetings for pupils will be held on Thursday 16<sup>th</sup> November 2017 from 3.20pm for Infants and from 4.00pm 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 4.00pm. If your child receives support tuition from Mrs Tooley she will also be available from 4.00pm on Wednesday 15<sup>th</sup> 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 any early or late appointment. Reply slips should be returned to the school office by **Thursday 2<sup>nd</sup> November 2017** so that appointment times can be confirmed with you.

A late room will be in operation from 3.20pm 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.

Yours sincerely

Mrs J Callaway  
Headteacher



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**Parents' Evening  
Year 2, Year 3 and Year 5  
Thursday 16<sup>th</sup> November 2017**

Child's Name: \_\_\_\_\_ Year: \_\_\_\_\_

**Parents' Evening Interview Time:**

**INFANT CHILDREN ONLY (Y2)**

Please tick as appropriate

I / We would prefer: An early appointment – 3.20pm to 5.00pm   
A late appointment – after 5.00pm

**JUNIOR CHILDREN ONLY (Y3 & Y5)**

Please tick as appropriate

I / We would prefer: An early appointment – 4.00pm to 5.00pm   
A late appointment – after 5.00pm   
I / We would like a separate appointment with Miss Tweed (Science)

**SUPPORT TUITION (Wednesday 15<sup>th</sup> November)**

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 3.20pm 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**  
**THURSDAY 2<sup>ND</sup> NOVEMBER 2017**