



26<sup>th</sup> February 2018

## Parent meeting arrangements

Dear Parents and Carers of children in Year 3/4F,

Further to the individual parent meetings held in November we are once again offering you the chance to come into school and discuss your child's progress with their class teacher.

As previously we are also opening up appointment times during the school day as well as after school and early evening to assist you in being able to select from a wider range of appointment times. We hope this may be more helpful to you when juggling the commitments of your children and family after school and in the evenings.

We have also spaced out the day time appointments across the school; to help families that have children in more than one year group.

You are invited to discuss your child's progress with **Mrs Faulkner** on

- Wednesday 14<sup>th</sup> March between 9.00am – 12.00pm
- Thursday 15<sup>th</sup> March between 3.30pm – 6.00pm

If selecting a day time appointment we respectfully ask that you report to our school reception **up to 10 minutes** before the appointment so that you can collect your child from their classroom and accompany them to the appointment.

You are invited to fill in the form attached to indicate your preferred times for an appointment with your child. Please return the whole slip to school as soon as possible and no later than **Friday 2<sup>nd</sup> March 2018**.

The second part of the slip will then be returned to you giving the time of your appointment. We will endeavour to be as close as possible to the requested time.

Best wishes,

Mr N Burstow,  
Headteacher.

**TO SOUTH BRENT PRIMARY SCHOOL**

Name of child.....

Please indicate below your preferred 1<sup>st</sup> and 2<sup>nd</sup> choice:

I/We would like to see **Mrs Faulkner** on

Wednesday 14<sup>th</sup> March between (9.00am – 12.00pm) at around .....

Thursday 15<sup>th</sup> March between (3.30pm – 6.00pm) at around .....

Signed ..... Parent/ Carer Tel .....

**(FOR SCHOOL USE)**

Child's Name.....

The date and time for your appointment will be on

Wednesday 14<sup>th</sup> March at .....

Thursday 15<sup>th</sup> March at .....