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10th February 2020

**Parent-Teacher Meetings**

On Tuesday 3rd and Wednesday 4th March teachers are available to discuss your child’s progress. Times will be from 3.15pm – 5.30pm. If you would like to meet your child’s teacher, please complete and return the attached slip; by Tuesday 25th February 2020.

To ensure that we can see as many of you as possible please;

* Tick the times that you are able to meet the teacher;
* Return the slip to your child’s teacher by Tuesday 25th February;
* Teachers will then return to you an exact appointment time.

Each appointment lasts for 10 minutes. If you feel a longer appointment is necessary, please arrange another one separately. I will also be available throughout the evenings.

Yours sincerely

Mr Merry

Headteacher

………………………….……………………………………………………………………………………………..

I would like to discuss…………………..………………………….. (child’s name) with his/her teacher.

I am able to see the teacher in the ticked sections of time below.

|  |  |  |  |
| --- | --- | --- | --- |
| Day | 3.15-4.15 | 4.15-5.00 | 5.00- 5:30 |
| Tuesday 3rd March |  |  |  |
| Wednesday 4th March |  |  |  |

Signed……………………………………………….………………….. Date…………………………………

**\*\*PLEASE DO NOT REMOVE OR WRITE IN THIS SECTION\*\***

Parents meeting Tuesday 3rd / Wednesday 4th March 2020.

I shall be pleased to see you at \_\_\_\_\_\_ pm on Tues / Wed to discuss ……..………………..progress.

Signed…………………….…………………………..………….. (Class teacher)