

HEADTEACHER:  
**Ms Helen Comfort**  
(B.A.Ed.Hons, NPQH)



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*'For Learning That Lasts A Lifetime'*

1<sup>st</sup> February 2016

Dear Parents/Carers

**Parents'/Carers' Consultation Evening**  
**Monday, 14<sup>th</sup> March and Wednesday, 16<sup>th</sup> March**

I should like to invite you to a meeting with your child's class teacher on either Monday, 14<sup>th</sup> March or Wednesday, 16<sup>th</sup> March between 3.30pm and 6.30pm to discuss the progress your child is making. It is intended that interviews will last approximately ten minutes.

If you would like a Parent/Carer Consultation, please return the reply slip and tick the date and time slot which suits you best. Please return the slip to the school office by Wednesday, 10<sup>th</sup> February so that we can co-ordinate an interview timetable and return your allocated time as soon as possible.

Yours sincerely

**H Comfort**  
**Headteacher**

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**REPLY SLIP : Parents'/Carers' Consultation Evening**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Please tick if sibling in school

**Please tick preferred date:**

Monday, 14<sup>th</sup> March       Wednesday, 16<sup>th</sup> March       No date preference

**Please tick preferred time:**

3:30pm to 4:30pm     4:40pm to 5:30pm     5:40pm to 6:30pm     No time preference

