



Open Evenings: 23rd and 24th January 2018

We would like to invite you to meet with your child's class teacher to discuss their progress since September.

To help us to arrange mutually convenient times for the meeting to take place, we would be very grateful if you would **tick two time slots** to show when you will be able to attend and indicate **your first and second choice**.

Once you have completed this form, please return it to the class teacher. They will then plan timings for appointments and provide you with a letter outlining the date and time for your appointment.

Following positive feedback from previous years, **we are to run the open evenings over two days** to allow greater flexibility and to minimise the likelihood of a backlog of appointments arising. Please note that allotted meeting times are normally for 5 minutes per child. If you wish to discuss your child's progress for longer than the normal time, or the days of the open evenings are not convenient for you, please contact your child's teacher via the school office. **We would advise that you attend 10 minutes before your appointment to have opportunity to review your child's school books.**

PLEASE RETURN THE REPLY SLIP BELOW BY: Tuesday 16th January 2018

Child's Name _____ **Class:** _____

Please **tick two time slots** and indicate your **1st and 2nd preference**.

For appointments on Tuesday 23rd January please indicate your preferences below.					
Time	Tick	1 st / 2 nd choice?	Time	Tick	1 st / 2 nd choice?
3.30pm – 4.00pm			5.00pm – 5.30pm		
4.00pm – 4.30pm			5.30pm – 6.00pm		
4.30pm – 5.00pm					
Indicate below if you can attend at any time on this day.					
					Tick
I can meet at any time after 3.30pm.					

For appointments on Wednesday 24th January please indicate your preferences below.					
Time	Tick	1 st / 2 nd choice?	Time	Tick	1 st / 2 nd choice?
3.30pm – 4.00pm			5.00pm – 5.30pm		
4.00pm – 4.30pm			5.30pm – 6.00pm		
4.30pm – 5.00pm					
Indicate below if you can attend at any time on this day.					
					Tick
I can meet at any time after 3.30pm.					

Signed: _____ **(Parent/Carer)** **Date:** _____