



Cavendish Junior School

Edmund Street,
Newbold Moor,
Chesterfield
S41 8TD

**Acting Headteacher
Mrs Rachel Laben**

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Monday, 22 January 2018

Dear Parents/Guardians

Parents' Evening

Our spring term Parents' Evening is on Monday 5 February from 3.30 pm until 6.45 pm.

Each interview can only last for approximately five minutes to allow staff to see everyone and keep to time. However, if you would like a longer interview then please arrange a mutually convenient time with your child's class teacher for before or after school on a different date. Also, if you would like an appointment to see Mrs Hall who teaches science, please indicate on the return slip.

Please return the attached slip by **Wednesday 31 January** so that we can allocate times and send appointment slips out. We look forward to meeting you.

Regards,

A handwritten signature in cursive script that reads 'R. Laben'.

Rachel Laben
Acting Headteacher

Parents' Evening Reply Slip for Monday 5 February 2018

Name of Child: _____ Class: _____

I would like to see my child's teacher during one of the following times (please indicate as many as you can)

3.30 pm – 4.15 pm

4.15 pm – 4.45 pm

4.45 pm – 5.15 pm

5.15 pm – 5.45 pm

5.45 pm – 6.45 pm

Anytime

I would also like an appointment with Mrs Hall during the indicated time.