



West Acton Primary
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Head Teacher: Ms K Kondo

Monday 1st October 2018

Dear Parents/Carers,

Open Evenings Autumn Term 2018

You will have two options for Open Evening which will take place on **Tuesday 16th October (3:30pm-6.00pm)** and **Thursday 18th October (3:30pm – 7.00pm)**.

On the return slip below there are a number of choices for days and time for you to choose from. Please indicate your *preference* by ticking **one** of the boxes and **return the slip to your child’s class teacher**. If you have other children in the school, please also list their names and classes on the reply slip below so the teachers can try and book your appointments near to each other.

We will try our best to accommodate your preferred time slot, but please be aware that this may not always be possible. **The class teacher will allocate you a 10 minute time slot and return the slip to you indicating your exact allocated time.**

It is very important that you take this opportunity to meet with your child’s teacher – all parents will be allocated a slot and are expected to attend.

Yours faithfully,

Karen Kondo
Headteacher

Parents Evening – Autumn Term 2018

Child’s name _____ Class _____

Please list siblings names and classes here:

Would like to attend Open Evening on the following date and time (please tick one box):

- Tuesday **16th October** between 3:30pm and 5.00pm
- Tuesday **16th October** between 5:00pm and 6.00pm
- Thursday **18th October** between 3:30pm and 5.00pm
- Thursday **18th October** between 5.30pm and 7.00pm

Please return this form to your class teacher before Tuesday 9th October.



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