

Plover Primary School

Coniston Road
Intake
Doncaster DN2 6JL

Headteacher – Mrs J Ogle

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January 2018

Dear Parent/Carer

Parents' Evening

We shall be holding our Parents' Evening after school on **Tuesday 22nd January** and **Thursday 24th January** from **3.30pm until 6.00pm**.

We are asking that all parents arrange an appointment time with their child's teacher - the reply slip attached to this letter needs to be returned to us indicating the most convenient time slot. Please rank this in order of preference 1-3, with 1 being the most convenient time in order for teachers to allocate your appointments as fairly as possible.

We would ask that you return this slip to your child's teacher by **Wednesday 16th January** and they will reply with your appointment time.

This parents' evening will give you the opportunity to discuss your child's progress and areas for improvement with their class teacher. The time allocated per consultation is **ten minutes** but should you have other issues that may require additional time, you will need to arrange a separate appointment with the teacher.

We look forward to seeing you!

Mrs J Ogle
Headteacher

Parents' Evening

Child's Name:.....Class:

I would like an appointment to see my child's teacher between the selected time frames.
(Please indicate 3 options ranked 1-3 of which slot you would like your appointment to be)

Your child's class teacher will inform you of your allocated time.

TUESDAY 22 JANUARY	3:30pm to 4:00pm	4:00pm to 5:00pm	5:00pm to 6:00pm
THURSDAY 24 JANUARY	3:30pm to 4:00pm	4:00pm to 5:00pm	5:00pm to 6:00pm

Parent Name:.....

Parent/Carer signature:

