



Thursday 7th February 2019

Dear Parent/Carer,

'As you will be aware, Mrs. Peacock has been away from school for a few weeks now. We look forward to welcoming her back to school very soon. However, I'm sure that you'll all join me in wishing her well. I am pleased that Miss. Jayne has been able to step in, ably supported by Mrs. Wilson and Mrs. Yeouart.

Miss. Jayne is currently completing the latest grade cards for your children and these will be sent home this Friday. She will also run an evening of parent meetings on **Tuesday 12th February** from **2:00 - 4:30pm**. If parents are unable to attend on this day, every effort will be made to offer an appointment at a mutually convenient time thereafter. 5 minute slots will be allocated on a first-come-first-served basis based on the information you provide on the slip below. The children must hand these in at to the Main Office and we will then write back to confirm your appointment date and time.

Thank you for your support.

Mr. E.P. Jackson
Head Teacher

Parents' Meetings – Spring Term 2019

Please tick at least 2 preferred time slots in which 5 minute meetings will be allocated.

<i>Tuesday 12th February</i>	
2:00 – 2:30	2:30 – 3:00
3:00 – 3:30	3:30 – 4:00
4:00 – 4:30	Please note last appointment is 3:30pm.

I am unable to attend but I would like to arrange another appointment to meet with my child's teacher.

NAME OF CHILD _____

CLASS _____

Signed _____

RELATIONSHIP TO CHILD _____

