

# Latchford St James Church of England Primary School

*'The best that we can be'*



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Headteacher: Mr M Flute

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15 February 2018

Dear Parents/Guardians

This term's Parents' Evening is on Tuesday 6<sup>th</sup> & Wednesday 7<sup>th</sup> March 2018. This will be an opportunity to meet your child's teacher to discuss their progress.

Chairs will be set up outside the classroom for parents to wait. If you have to bring children with you, please ensure that they are supervised at all times and wait quietly so as not to disturb the teacher/parent appointments.

There are lists of times on the slip below. Please indicate which block of time best suits you and we will do our best to give you an appointment time as close to this as possible. In order to ensure that we see everyone all appointments will be limited.

Please return the slip below to school as soon as possible and no later than **Wednesday 28<sup>th</sup> February 2018**. The teacher will then send out individual appointment times. If you have any queries please feel free to contact me.

Yours sincerely,

Mr M Flute  
Headteacher

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## Parents' Evening

Times available – please tick a block of time when you would like an appointment – if you have two or more pupils at this school please indicate below:

Sister/Brother's Name:

Class:

**Date: Tuesday 6<sup>th</sup> or Wednesday 7<sup>th</sup> March 2018 Please delete as appropriate**

Tuesday 3.30 – 4.00 pm  4.00 – 4.30 pm  4.30–5.00pm  5.00 – 5.30pm

Wednesday 3.30 – 4.00pm  4.00 – 4.30 pm  4.30 – 5.00 pm  5.00 – 5.30pm

Child's Name.....Year Group.....

Signed.....Parent/Guardian

