



a part of Swanland Education Trust
www.swanlandeducationtrust.co.uk

13th February 2019

Dear Parents and Carers,

PARENT TEACHER CONSULTATION EVENINGS

This year's Spring Term Parent Teacher Consultation Evenings are going to be on Tuesday 12th March and Wednesday 13th March, the details of which are outlined below. As well as discussing your child's progress, you will also have the opportunity to view your child's work whilst you are in school. Please remember that you are always welcome to make arrangements to visit the school at any time during the year if specific issues relating to your child require discussion.

I should be grateful if you would please complete the attached slip and return it to school by Monday 4th March indicating your preference for an appointment time. We will then endeavour to make mutually convenient arrangements.

Yours sincerely

Miss Alison Oxtoby
Head of School

PARENT TEACHER CONSULTATION EVENINGS 12th & 13th March 2019 (Please return this slip by Monday 4th March – thank you.)

Class Teacher: _____ Child's Name: _____

Please indicate your preference for an appointment time by ticking the appropriate box:

I/We would prefer our appointment on Tuesday 12th March:

- between 3.45–4.45 pm, or
- between 4.45–5.45 pm, or
- between 5.45–6.45 pm **OR**

I/We would prefer our appointment on Wednesday 13th March:

- between 3.45–4.45 pm, or
- between 4.45–5.45 pm, or
- between 5.45–6.45 pm

Signature of Parent/Carer: _____