



Millbrook Primary School

Executive Headteacher: Mrs K Tomlinson ((BEd NPQH)
Associate Headteacher: Mrs C Stevens BA(Hons) PGCE



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27 February 2018

REF: C\WORD\CS\GC\PAREVEMar18

Dear Parents/Carers

PARENTS' EVENINGS **TUESDAY 6th & THURSDAY 8th MARCH 2018**

There will an opportunity for you to meet your child's class teacher during the evening of **either Tuesday, 6th OR Thursday, 8th March** in order to discuss his / her progress at school. We have delayed sending the appointment slips in order for us to ascertain whether Mr Elwell will be present for the Parents' Evenings for Y1. Unfortunately, we now know he will not be in school and his appointments will be rescheduled at a later date. If any parents in Y1 have any immediate concerns, please do not hesitate to contact me.

The appointment times are arranged to accommodate parents who work late. The appointment times for **Tuesday** will commence from **5 pm to 7.00 pm** and the appointments for **Thursday** will be from **3.30 pm to 5.00 pm**.

The meetings will be for a maximum of 10 minutes, but if you have a matter which requires a longer discussion then a separate time can be organised.

Please complete the tear-off section below and return it to school as soon as possible.

Yours sincerely

Mrs C. Stevens
Associate Headteacher

APPOINTMENT REQUEST SLIP – CLASS _____

Please tick the appropriate times and return the slip to school as soon as possible.

*** If you can be flexible on either the day or the time, please indicate by ticking all suitable boxes.**

TUESDAY 6 th MARCH	*TICK	THURSDAY 8 th MARCH	*TICK
5.00 – 5.30		3.30 – 4.00	
5.30 – 6.00		4.00 – 4.30	
6.00 – 6.30		4.30 – 5.00	
6.30 – 7.00			
I DO NOT WISH TO ATTEND ON THIS OCCASION		I DO NOT WISH TO ATTEND ON THIS OCCASION	

Child's name Parent's signature

My child has brothers / sisters in classes