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26<sup>th</sup> January 2022

Dear Parents/Carers

### Parent/Teacher meetings

We are pleased to announce that we are holding face to face parents' evening appointments again and we would love to have the chance to discuss with you how your child is progressing. The meetings will take place on **Tuesday 8<sup>th</sup> February and Wednesday 9<sup>th</sup> February**. Appointments will be available from 3.30pm until 6.00pm and there will be a chance for you to look at some of your child's books before and after your appointment time.

This time around, masks will be optional and we are happy for up to 2 adults to attend each appointment. However as the threat of Covid still remains, we will only be allowing people into school 10 minutes before their appointment time which will help keep numbers in school to a minimum. Please help us to keep everyone safe as you all did at the October meetings.

If you would like to arrange a meeting please complete the return slip below by the end of **Wednesday 2<sup>nd</sup> February**. Please make a note of your preferred day and time, if you have one. We shall do our best to match requests as closely as possible and we will allocate times on a first come, first served basis. If we do not receive a slip, we will allocate a day and time ourselves as we would like all of our parents to attend if possible.

We will let you know of your appointment time on **Friday 4<sup>th</sup> February**. If you do not receive your appointment time on this day, please contact the office. We will follow up any non-attendance at parents' evening and make a new appointment for you that the staff can accommodate.

Thank you in advance for attending these valuable and informative meetings!

Kind regards

Mr R Chipperfield  
Head of School



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**Parent/Teacher meetings February 2022**

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

Please circle **both** your preferred date and time.

Preferred day **Tuesday 8<sup>th</sup> February**

Preferred time **3.30-4.30**            **4.30-6.00**            **Anytime**

Preferred day **Wednesday 9<sup>th</sup> February**

Preferred time **3.30-4.30**            **4.30-6.00**            **Anytime**

Signed.....



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