

Elmhurst School

Making a Positive Difference to the Quality of Learning
Headteacher ♦ Mrs Rachel Lee



25 February 2019

Dear Parents/Carers,

Parents' Evenings for Reception to Year 6, will again be held in your child's classroom with children's books available for you to view in advance of meeting the teacher(s). Please arrive in advance of your appointment(s) so you have an opportunity to look at your child(ren)'s work first.

Parents' Evenings will be held for all children on Tuesday, 26th March and Wednesday, 27th March from 3:30-6:00 pm.

Please indicate with a tick the hour in which you would prefer a ten minute appointment to be made. The Class Teacher will send home an appointment time by return. As you will appreciate, if there are a large number of requests for the same part of the session, it may not be possible to arrange a time to meet everyone's first choice. In this case, an appointment will be made as close as possible to the requested time.

Please note:

- the main office block of the school will not be open.
- **after school clubs will be cancelled for the whole week** (except Mrs Spencer's Reading Club which will be held in the Library).

Yours sincerely,

Mrs C Bunce
Interim Head of School

Reply Slip Overleaf

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REPLY SLIP – PARENTS’ EVENING MARCH 2019 – RECEPTION - YEAR 6

Please indicate the hour in which you would prefer the Parent/Teacher Consultation appointment. **If you are unable to attend, please sign and return the reply slip to acknowledge receipt of this letter.**

Tuesday, 26 March:

3.30 – 4.30 p.m.
4.30 – 5.30 p.m.
5.30 – 6.00 p.m.

Wednesday, 27 March:

3.30 – 4.30 p.m.
4.30 – 5.30 p.m.
5.30 – 6.00 p.m.

Child's Name: _____ Class: _____

Parent/Guardian Signature: _____

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FOR TEACHERS' USE ONLY

Your Parents' Evening appointment is on Tues, 26 March / Weds, 27 March

to discuss _____ at _____ p.m.

Signed (Class Teacher): _____