

# Elmhurst School

Making a Positive Difference to the Quality of Learning  
Headteacher ♦ Miss Rachel Kirk



24 March 2014

Dear Parents/Carers,

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

Across the school, books will be available to view in the cloakroom areas, please wait here quietly until called into the classroom for your meeting. Younger children should be asked to wait quietly so they do not disturb other peoples' parents' evenings.

Parents' Evenings will be held for Nursery, Reception and Years 1 – 6 (Y3 *Swallows* – see *note below*) on Wednesday, 2nd and Thursday, 3rd April 2014. We are holding the consultations over two days in the hope that at least one will be convenient to you. We are trying to organise translators to be present both days. However, Mrs Maryam Khan is unable to help with translation on Thursday, 3 April so if you need help with Pashto translation, please make your appointment on Wednesday, 2 April. If you are unable to attend on 2nd or 3rd April, please speak with your child's Class Teacher to make an appointment on another day.

Please let us know if you would be able to help support translation.

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 to the requested time as possible.

Please note:

- the main office block of the school will not be open.
- after school clubs are cancelled 2&3 April (except Mrs Spencer's Reading Club).

## **Year 3 Swallows**

*Miss Mumford will meet Y3 Swallows parents on Tuesday, 1st April and Wednesday, 2nd April (not Thursday, 3rd April). If you are unable to attend on 1st or 2nd April, please speak with Miss Mumford to make an appointment on another day.*

Yours sincerely,

Miss R Kirk  
Headteacher

***Reply Slip Overleaf***

✉ Dunsham Lane ♦ Aylesbury ♦ Buckinghamshire ♦ HP20 2DB

☎ 01296 481380

💻 office@elmhurst.bucks.sch.uk

🌐 www.elmhurst.bucks.sch.uk



**REPLY SLIP – PARENTS’ EVENINGS APRIL 2014 – Y3 SWALLOWS**

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, 1 April 2014:**

3.30 – 4.30 p.m.

4.30 – 4.50 p.m.

*(no translators available today)*

**Wednesday, 2 April 2014:**

3.30 – 4.30 p.m.

4.30 – 4.50 p.m.

***I require the help of a translator:***

**YES/NO** Language: .....

**OR**

***I AM ABLE TO HELP with translation:***

**YES/NO** Language: .....

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



**FOR TEACHERS' USE ONLY**

Your Parents' Evening appointment is on Tuesday, 1 April / Wednesday, 2 April 2014 to discuss \_\_\_\_\_ at \_\_\_\_\_ p.m.

Parent/Guardian Name: \_\_\_\_\_

Signed (Class Teacher): \_\_\_\_\_