



*St. Joseph's Catholic Primary School, Woodchurch Road, Oxton, Prenton,  
 Birkenhead, Wirral CH43 5UT*

30/10/17

**Autumn Term Parents Evenings**

Dear parents,

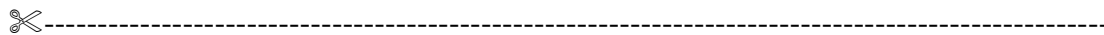
I would like to invite you to meet with your child's teacher to discuss how they have settled in to the new year, how they are progressing and what they need to work on next.

Appointments can be made for Monday 13<sup>th</sup> November and Wednesday 15<sup>th</sup> November, from 3.45pm – 6.15pm both nights.

Please complete the attachment below and return with your child to their teacher, indicating which day and time slot is most convenient for you. Teachers will then send you a slip confirming timings. Please can replies be returned to us by Friday 3<sup>rd</sup> November, so that we can get the time slips out to you on Thursday 8th November. Please note we will endeavour to meet your requests, but cannot guarantee your first choice.

As last year, the meetings will now take place in the upper and lower halls. Year 6, 5, 4 & 3 teachers will be in the upstairs hall, Year 2, 1 and F2/F1 teachers will be in the downstairs hall. Please wait on the central benches until the teacher is available.

In the office reception area on each day there will be a short parent survey regarding the proposed school blazer. I would be most grateful if you could take a few moments to complete that while you wait for your appointment slot.



**PLEASE RETURN THIS REPLY FORM TO THE CLASSTEACHER.**

***Please tick***

		<b>First choice</b>	<b>Second choice</b>
<b>Monday 13<sup>th</sup> November</b>	<b>Early 3.45pm – 5.00pm</b>		
	<b>Late – 5.00pm- 6.15pm</b>		
<b>Wednesday 15<sup>th</sup> November</b>	<b>Early 3.45pm – 5.00pm</b>		
	<b>Late 5.00pm- 6.15pm</b>		

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

In order to help staff coordinate appointments, please let us know if you have other children in the school and which year groups they are in

Name of siblings \_\_\_\_\_ Class(es) \_\_\_\_\_





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Parents Evening Appointment Slip – Autumn Term 2017

Dear Parents,

Please find details below of your appointment to discuss \_\_\_\_\_  
progress

on Monday 13<sup>th</sup> November at \_\_\_\_\_.

In order to keep all appointments on schedule, please may we politely remind you that appointments are limited to ten minutes. Please do not be offended if the teacher has to indicate that ten minutes have elapsed. If you have items you wished to discuss still remaining after that time, please arrange to meet with the teacher at an alternative date and time.

Please sign and return acknowledgement slip below.  
Thank you

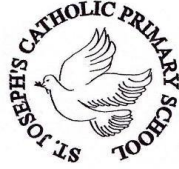
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Please return to teacher

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I will/will not (please delete as appropriate) be able to attend the above meeting.

Signed \_\_\_\_\_





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Parents Evening Appointment Slip – Autumn Term 2017

Dear Parents,

Please find details below of your appointment to discuss \_\_\_\_\_  
progress

on Wednesday 15<sup>th</sup> November at \_\_\_\_\_.

In order to keep all appointments on schedule, please may we politely remind you that appointments are limited to ten minutes. Please do not be offended if the teacher has to indicate that ten minutes have elapsed. If you have items you wished to discuss still remaining after that time, please arrange to meet with the teacher at an alternative date and time.

Please sign and return acknowledgement slip below.  
Thank you

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Please return to teacher

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I will/will not (please delete as appropriate) be able to attend the above meeting.

Signed \_\_\_\_\_

