

Sacred Heart RC Primary School



Headteacher: Mrs S. Walker
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‘Where Every Heart is Sacred’

15th October 2019

Dear Parents/Carers,

Parents’ Evening will be held in school on Wednesday 23rd October between 3.30pm and 5:30pm. This is an opportunity to discuss your child’s progress and the targets they are working towards. Unfortunately, in order to ensure other parents aren’t waiting too long, appointments can not exceed five minutes. If you would like to discuss any issues at greater length with the class teacher please make another appointment which is convenient to both yourself and the teacher.

Please could you try to arrange child care for your children during parents evening. We will not be providing any child care for any children not on roll at Sacred Heart school. All children must be collected as normal at 3.15pm and not left at school until the appointment time.

Please could you complete the form below and return to school in order that a specific time can be allocated.

Yours faithfully,

Mrs S. Walker
Headteacher

Child’s Name _____

On Wednesday 23rd October 2019 I would like an appointment between:

3.30 pm - 4.00pm

4.00 pm – 4.30pm

4.30pm – 5.00pm

5.00 pm – 5.30 pm

Please place a tick next to the preferred time and the class teacher will confirm a specific time as soon as possible.

