



Tuesday 5 March 2018

Dear Parents/Carers,

Re: Parents' Evening on Wednesday 28 March 2018

On Wednesday 28 March we will be holding our second Parents' Evening of the year. We would like to invite you to come and discuss your child's progress in detail with their teacher.

Parents' Evening will take place from 1.30pm until 5.30pm at our school site in Hornchurch. Once you have completed the form below, you will be allocated a 10-minute slot to meet with your child's class teacher. Once the meeting has finished you will be able to collect your child if you wish. However, the school bus will be running as usual on the afternoon of Wednesday 28 March.

Please complete the reply slip and return to a member of staff by Friday 9 March. You will receive confirmation of your appointment the following week. **Appointments will be allocated on a first come first served basis.**

We look forward to seeing you on Wednesday 28 March.

Yours sincerely

Mr Raheel Akhtar
Headteacher



Child's name: _____

I am able/unable to attend Parents' Evening on Wednesday 28 March.

My preferred appointment time is **(please only tick one)**:

1.30pm – 2.30pm 2.30pm – 3.30pm 3.30pm – 4.30pm

4.30pm – 5.30pm

Parent/carer name: _____