



Tuesday 19 June 2018

Dear Parents/Carers,

Re: Parents' Evening on Friday 6 July 2018

On Friday 6 July, we will be holding our final Parents' Evening of the year. We would like to invite you to come and discuss your child's progress in detail with their teacher. You will also receive an end of year report for your child during the meeting.

Parents' Evening will take place from 12pm until 4.30pm at our school site in Hornchurch. Please note that school is closed to children on this day, but staff will be on site all day.

Once you have completed the form below, you will be allocated a 10-minute slot to meet with your child's class teacher.

Please complete the reply slip and return to a member of staff by Friday 22 June. 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 Friday 6 July.

Yours sincerely

Mr Raheel Akhtar
Headteacher



Child's name: _____

I am able/unable to attend Parents' Evening on Friday 6 July.

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

12pm – 1pm 1pm – 2pm 2pm – 3pm

3pm – 4.30pm

Parent/carer name: _____