



Wednesday 26th February 2020

Dear Parents/Carers,

I am writing to inform you that we will be holding a **late** Parent's Evening on **Tuesday 3rd March and one straight after school on Wednesday 4th March.**

We would request that this be seen as an opportunity for parents to come along and discuss progress so far and present areas for development. This will also give you the chance to see some of the work they have done so far this year. Your children can attend if needed or they could wait outside the classroom or in a quiet area in the classroom, which has been set aside by the teacher. We hope these arrangements will make it easier for you to attend. Your involvement will have a positive impact on the progress of your child (ren) and **it is very important that you attend.**

Please complete the reply slip at the bottom of this letter and return it by Friday 28th February to let us know which of the times you would like to come and speak with your child's class teacher. We will do our best to accommodate your wishes, however it will be on a first come first served basis and if you have more than one child attending the school, we will try to ensure that your appointment times are as close as possible (please indicate the names and classes of any brothers and sisters below). If you do have more than one child attending the school please could we ask you to **return a separate reply slip for each child.** If these times are completely unsuitable please call in or telephone and speak to the class teacher as soon as possible.

Yours sincerely,

Mrs E Goodyear
Headteacher

PLEASE RETURN REPLY SLIP BY Friday 28th February AT THE LATEST

(Appointment times will be confirmed by text on or before Monday 2nd March)

Name of Child:..... Class:.....

I/We **will/will not** be attending the Parent's Evening. I would like an appointment between:

Tuesday 3rd March			
5.00 – 5.30pm,	5.30 - 6.00pm	6.00 – 6.30pm	6.30 – 7.00pm
Wednesday 4th March			
3.30 – 4.00 pm	4.00 – 4.30 pm	4.30 – 5.00pm	

Siblings names and class



Knypersley First School, Newpool Road,
Knypersley, Stoke-on-Trent, ST8 6NN

Tel: 01782 973810