

Headteacher: Mr Conrad Hutton

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Trinity CE Primary School

Littleton Drew Lane

Acton Turville

South Gloucestershire

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5th February 2015

Parents' Evening: Tuesday 24th and Wednesday 25th February 2015

We would like to invite you to attend a parents' evening in order to discuss your child's progress with his/her class teacher. We are asking parents to complete **one** form per family. As in previous years this is a target setting evening for children in Key Stage 2 and, therefore, we would like both children and parents to be present. For Key Stage 1 it is parents only, as usual.

Please indicate below **three** date/time slots when you would like your ten minute appointment, and return the slip to the class teacher by **Wednesday 11th February 2015**. Appointments will be allocated on a 'first come first served' basis although provision for siblings will be taken into consideration. On Thursday 12th February the teachers will send out a slip informing you of your appointment. Should neither evening be convenient, please do not hesitate to contact school and we will try to make an alternative appointment.

The format of the parents' evenings remains the same as previous years.

- The children's trays will be left outside the room so that you can look at the work your child has been doing, until your appointed time.
- **At the correct time for your appointment, knock on the classroom door, thereby giving the previous parent their cue to leave.**
- If you are late for any reason, please arrange with the teacher to come again on another day as it is extremely unlikely that you can be squeezed in on the same evening.

All after-school clubs run by teachers will be cancelled in this week. Those run by adults from outside of the school will continue as usual.

Yours sincerely

C Hutton
Headteacher

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Name of Child(ren)	Class	Tuesday 24 th February 2015	
		2.30pm- 3.00pm	
		3.00pm- 3.30pm	
		3.30pm- 4.00pm	
		4.00pm- 4.30pm	
		4.30pm- 5.00pm	
		5.00pm- 5.30pm	
		5.30pm- 6.00pm	
		Wednesday 25 th February 2015	
		4.00pm- 4.30pm	
		4.30pm- 5.00pm	
		5.00pm- 5.30pm	
		5.30pm- 6.00pm	
		6.00pm- 6.30pm	

Signed:

(Parent/carer)

