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Head Teacher Mrs Catherine Carr  
 Deputy Head Mrs Sandra Doyle

28 February 2017

Dear Parents and Carers,

**PARENTS EVENING CONSULTATION MEETINGS**  
**TUESDAY, 14 MARCH 2017 AND THURSDAY, 16 MARCH 2017**

All parents and carers are invited to meet with their child's teacher next week giving you an opportunity to discuss your child's learning. The class teacher will share your child's work books with you during the meeting and feedback how they are progressing.

We are asking parents to indicate up to three preferred blocks of time to ensure that we offer you an appointment time which best suits you. The slip below needs to be returned to the class teacher as soon as possible. They will offer you a specific ten minute appointment, taking into consideration appointment times of any siblings in school. There will be no sign up sheets on doors, to ensure for a fair approach. Unfortunately we are unable to provide Crèche facilities at these times.

We look forward to seeing you on the night,

Yours sincerely

*Catherine Carr*

Head Teacher

Child's Name ..... Class .....

Please indicate 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> preferences

	Tuesday, 14 March	Thursday, 16 March
3.45 pm to 4.15 pm		
4.15 pm to 4.45 pm		
4.45 pm to 5.15 pm		
5.15 pm to 5.45 pm		
5.45 pm to 6.00 pm		
6.00 pm to 6.30 pm		
6.30 pm to 7.00 pm		

Please list any brothers/sisters in school so that we can co-ordinate appointments.

Name of child 1 ..... Class .....

Name of child 2 ..... Class .....

**CONFIRMATION REPLY SLIP**

FAO Parent/Carer of ..... Class .....

An appointment has been made for you to meet the Class Teacher on ..... at .....

I look forward to meeting you then. Signed ..... Date .....