



25th January 2019

Dear Parents and Carers,

Spring Term Parents' Evenings

The children are now nearly half way through the academic year and we would like to meet you and give you feedback on how they are progressing. We are holding 2 parents' evenings before half term on:

Tuesday 12th February between 3.30pm and 7.30pm
and

Thursday 14th February between 3.30pm and 5.30pm

I do hope as many of you as possible will be able to attend. Please complete the slip below indicating your preferred date and approximate time slot for your ten minute appointment and return them via your child to the class teacher by **Friday 1st February**. Please **do not return them to the office**, as it is the teaching staff who make arrangements for the evenings and it might delay your reply getting to the teacher. If you have more than one child at Ashfield, please complete a **separate slip for each child**. The bottom section will be returned to you on **Monday 4th February**, confirming your appointment time.

Kind regards,

Carolyn Dalziel

Parent/ Teacher Consultation Reply Slip

Please return this slip to your child's class teacher.

Child's Name: _____ Class _____

Please make me ten minute appointment on: (please tick to indicate preferred day and time slot)

Tuesday 12th February

between 3.30-4.30 4.30-5.30 5.30-6.30 6.30-7.30

Thursday 14th February

between 3.30-4.30 4.30-5.30

Name and class of brothers or sisters at Ashfield _____

This section will be returned to you as confirmation of your appointment

Child's Name : _____ Class: _____

I am pleased to confirm your ten minute appointment on:

Tuesday 12th February **Thursday 14th February** at:

Signed: