

Dear Parents

Parents' Evenings 12th and 13th October 2011

Parents' Evenings will be held in the Prep School Assembly Hall, the Kindergarten Room and the P7 classrooms on Wednesday 12th and Thursday 13th October 2011 starting at 5.00 pm and finishing by 7.30 pm on both days. Each appointment is for ten minutes.

The Nursery will have its Parents' Evenings on Monday 10th and Tuesday 11th October between 3.00 pm and 6.00 pm. A letter regarding these dates will follow shortly.

Your child's teacher will forward an interview time shortly after receipt of the slip below. We will do our best to accommodate your wishes but unfortunately we cannot guarantee that we will be able to do so on all occasions due to the complexities of timetabling such an event.

Please allow yourselves enough time to view your child's folder in their classroom before coming to the Hall for P1 - P6 teachers. The P7 teachers will be in their classrooms to discuss your children's work. Mrs Thompson and Mrs Oliver will be available in the Kindergarten Room. Refreshments will be available near the entrance to the Prep Hall. Please do not enter classrooms prior to 4.45 pm; this is to allow teachers time to set up after the school day.

Mrs Trainer will be available both evenings in the Support for Learning base, which is along the corridor from the P7 classrooms. No appointment is necessary and you are welcome to go along between 5.00 pm and 7.00 pm. Mrs Laws will be available on each of the evenings to discuss matters to do with the teaching of French to P4 to P6, but please note that her last available appointment time on both dates is 7.00 pm.

PE staff will all be present and, in addition, Mrs Crawford and Mr Weston can answer Games questions. A member of the Music Department will also be available, although due to a meeting about the Music Tour of Barcelona on the Wednesday, this cannot be until after 6.00 pm on that day. Could you please indicate on the form below if you would like to see your child's PE teacher and/or Music teacher. We will endeavour to get such appointments as close as possible to the time of the class teacher's appointment but, because of the numbers involved, this will not always be feasible.

These evenings are extremely busy and the time for consultation is thus limited. Should you require a particularly long discussion with a teacher, may I ask that you make an individual appointment at some other time and date.

I will be present on both evenings and Mr Brooke will be present on the Wednesday evening as he has a Governors' meeting on the Thursday evening.

After School Care will be extended to **7.00 pm** to accommodate those children who are already users of this service. Please note that we cannot operate this service beyond 7.00 pm and thus all children must be collected by no later than this time. It is chargeable for any period of time longer than 20 minutes. Due to limitations on numbers, we cannot offer this service to those parents who are not regular users of this provision. I should add that we cannot be held responsible for supervising children on the Terrace as all the staff are involved with the meetings. This applies not just during the time of the meetings themselves but also between the end of school and the start of the meetings. Thus, if you are not eligible to make use of After School Care, it will be necessary for you to make your own child care arrangements.

Car parking will be available in the back playground.

Please complete and return the proforma below to the class teacher by **Wednesday 5th October 2011**.

Yours sincerely

Richard Teall
Deputy Head of the Preparatory School

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Child's Name: **Class:**

Name(s) of parents/guardians who will be attending:

I / we would prefer to attend the Parents' Evening on: *(Please circle one of the dates below)*

Wednesday 12th October 2011 **Thursday 13th October 2011**

Please circle Yes or No as appropriate

Would you like, if possible, an appointment to see your child's PE teacher? **Yes** **No**

Would you like, if possible, an appointment to see a member of the Music Department? **Yes** **No**