



Mesne Lea Primary School

Working together for individual excellence

Headteacher, Mrs J Finlay B.Ed (Hons) N.P.Q.H
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31 January 2017

Whole School Teacher/Parents' Evenings

Dear Parents/Carers

All the teachers will be available on Monday, 13 February and Wednesday, 15 February between 3.30 pm and 6.00 pm. Appointments will last approximately 10 minutes.

If you would like an appointment to see your child's teacher, please complete the slip below.

Please take into account we distribute appointments on a first come, first served basis, however we will do our very best to liaise with teachers if you have more than one child.

If you have any issue or concern during the school year, please remember that you can make an appointment to see your child's teacher at any time. Appointments should be made directly with the teacher, via the home/school diary.

Yours sincerely

Mrs J Finlay
Headteacher

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Whole School Teacher/Parents' Evenings

Child's Name: _____ Class: _____

I would like to make an appointment on (please tick);

Monday, 13 February 2017 **Wednesday, 15 February 2017**

Please circle which time range you would prefer;

3.30-4.00 pm 4.00-4.30 pm 4.30-5.00 pm 5.00-5.30pm 5.30-6.00 pm

Parent Signature: _____ Date: _____

Please attend your child's Teacher/Parent Appointment on;

Day/Date	Time