

HARPFIELD PRIMARY ACADEMY

'Achieving Success Together'



7 November 2019

Parents' Evening Autumn Term 2019

Parents' Evening this term will be held on Wednesday 20 November from 3.00 – 5.00 pm. We hope you will take the opportunity to come along to meet with your child's class teacher and hear about the progress they have been making since September.

Please complete the form below and return it to us **by Wednesday 13 November at the latest. It is important you complete a separate form for each child.** Appointments are allocated on a first-come, first-served basis so it is best to return your form as soon as possible. Should you have more than one child in school teachers will meet in school and try to ensure your appointments run concurrently.

Please indicate on the form your preferred time for meeting by ticking one of the boxes and we will return the form to you with an allocated time.

Please note that we only allocate **5 minutes per child**. This allows us to ensure all parents are seen at the arranged time. Teachers will indicate when 5 minutes has elapsed. Should you require a longer appointment then please indicate on the form below and the teacher will make separate arrangements with you outside of the specified date.

We look forward to seeing you all on Wednesday 20 November.

**R WOOLLACOTT
PRINCIPAL**



Parents' Evening Autumn Term 2019

Child's name: _____

Year: _____

I would prefer an appointment within the following time slots: *(Please tick box as appropriate)*

3.00 – 3.30pm 3.30 – 4.00pm 4.00 – 4.30pm 4.30 - 5.00pm

Signed: _____ *(Parent/Guardian)*

Date: _____

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Child's name: _____

Year: _____

Allocated time: _____ *(Teacher to complete)*