



*We Learn, We Lead, We Inspire*

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Head Teacher  
Dr M Maher

Friday 8<sup>th</sup> November 2019

Dear Parents/Guardians/Carers

We will be holding a parents' meeting on Thursday 12<sup>th</sup> December from 1:50pm to 6:50pm. **School will close at 1.30 p.m. so please collect your children promptly.**

I would be grateful if you could complete the slip below, showing your preference and return it as soon as possible. Each appointment will be for **10 minutes** – if you require a longer session, please make an appointment at another time to meet the class teacher. Should you be unable to attend on 12<sup>th</sup> December please notify the class teacher and an appointment will be made for you on another day.

Please return your slips **promptly** to the class teacher. Times will be allocated on a first come first served basis. Returning the slip late may mean the time that is convenient for you will no longer be available.

Yours sincerely

Dr M Maher  
Headteacher

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Please indicate your choice of time by ticking the relevant box.

We will do our best to allocate your chosen slot. We will send you confirmation of your exact time by return.

**Thursday 12<sup>th</sup> December 2019**

- Start time 1.50 pm
- Between 2.00 and 2.30
- Between 2.30 and 3.00
- Between 3.00 and 3.30
- Between 3.30 and 4.00
- Between 4.00 and 4.30
- Between 4.30 and 5.00
- Between 5.30 and 6.00
- Between 6:00 and 6.30
- Between 6:30 and 6.50

Your appointment with the teacher will be on .....at.....