



Hanley St Luke's C of E (Aided) Primary

9th March 2015

Dear Mums, Dads & Carers

Open Evening Wednesday 25th March 2015 : 3.45 – 6.30 p.m.

I wish to extend an invitation to you to come along to our Open Evening on the above date.

In an attempt to reduce waiting time, we are allocating parents a 5 minute interview with the relevant class teacher(s). Should you require longer there will be an opportunity at the Open Evening to make an appointment for a later date.

Would you please complete the pro forma below and return it to school by Wednesday 18th March. You will then be allocated a specific time for your interview.

Please inform us if you have more than one child in school so we can avoid a duplication of interview times.

Yours sincerely

M. A. Barlow

Mr M.A. Barlow
Headteacher

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Hanley St Luke's C of E Aided Primary School Open Evening Wednesday 25th March 2015 : 3.45 pm - 6.30 pm

I will/will not be attending the Open Evening.

I would prefer my appointment(s) between:

3.45 - 4.45

4.45 - 5.45

5.45 - 6.30

I have no preference

*Please tick the appropriate box.

I have children in school. They are in classes a) b) c) d)

My child is Class

Signed (Parent/Guardian)

Printed

Your appointment has been arranged for _____ (Completed by Class Teacher)