



Hanley St. Luke's CofE Aided Primary School

Dear Mums, Dads & Carers

Open Evening

Wednesday 14th October 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 7th October. 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

Mr M.A. Barlow
Headteacher



Hanley St Luke's C of E Aided Primary School

Open Evening Wednesday 14th October 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)
Docs/Parents/Open Evening/KS1 & KS2 Parents Evening October 2015 ajb



Hanley St. Luke's CofE Aided Primary School

1st October 2015

Dear Mums, Dads and Carers

Open Evening for Mrs Ray : Class 2L

I regret that due to staff absence, Mrs Ray is unable to attend the open evening for this class.

Your child's work will be on display in the hall, and you are welcome to come and look at it. If your child has some lessons with Miss Salt, she will be available.

I am sure that we all wish Mrs Ray well!

Thank you for your understanding.

Yours sincerely

M. A. Barlow

Mr M.A. Barlow
Headteacher