



Hanley St. Luke's CofE Aided Primary School

Dear Mums, Dads & Carers

**Reception Open Evening
Tuesday 15th March and Wednesday 16th March 2016 : 3.30pm – 5.30 p.m.**

I wish to extend an invitation to you to come along to one of our Open Evenings on the above dates.

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 Friday 11th March. You will then be allocated a specific time for your interview.

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 Evenings Tuesday 15th March and Wednesday 16th March 2016 : 3.30pm - 5.30 pm

I will/will not be attending the Open Evening.

I would prefer my appointment(s) between:

3.30 - 4.30 Tuesday 3.30 – 4.30 Wednesday

4.30 - 5.30 Tuesday 4.30 – 5.30 Wednesday

I have no preference

*Please tick the appropriate box.

My child is Class

Signed (Parent/Guardian)

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