



Friday 27th September 2019

TO ALL PARENTS OF CHILDREN IN RECEPTION/fs2 TO YEAR 6
OPEN EVENINGS – 2019/2020 ACADEMIC YEAR

Dear Parents,

The two Open Evenings in the 2019/2020 academic year will be held as follows:

Autumn Term: **Thursday, 17th October 2019** / school 'closes' at 2.00 pm

Spring Term: **Thursday, 13th February 2020** / school 'closes' at 2.00 pm

The Autumn Term Open Evening in October will give your child's class teacher the opportunity to discuss with you how well your child has settled into the new school year, their behaviour, their attendance and punctuality and their progress and effort with regard to their learning.

Because of the amount of time that it takes to organise appointments for the parents of 420 children in the main school and given the fact that we host two open evenings during the course of the school year, the appointment time/s that you receive for the Open Evening on Thursday, 17th October will be the same appointment time/s for the Open Evening on Thursday 13th February 2020.

Please use the attached form to prioritise what are the best times for you. The form should be completed and returned by **Monday 7th October**. To make it easier to suit everyone and to give a reasonable time for discussion, please provide four different times – please prioritise these 1,2,3,4 with 1 being your first choice, 2 being your second choice, 3 being your third choice and 4 being your fourth choice.

The school will 'close' at 2.00 pm on each of these two days. Please ensure you have arranged for your child to be collected at 2.00 pm. Any children not collected on time will be sent to the after school provision and you will be charged for the session.

Finally, can I take this opportunity of reminding you that meetings/discussions with your child's class teacher are not confined to just the two Open Evenings. If you want feedback about how your child is doing in school at any other time of the year then please do not hesitate to contact your child's class teacher to arrange a mutually convenient date and time for you to meet together.

Thank You.

K Coll / Headteacher

Our Lady of the Visitation Catholic Primary School

OPEN EVENINGS – 2019/2020 academic year

17th October 2019 and 13th February 2020

Please:

- complete sections 1, 2, 3 and 4.
- leave all of section 5 blank.
- return one form per family.

Thank You

Please return to the school office by 9.00 am Monday 7th October 2019

1. FAMILY <u>SURNAME</u> (BLOCK CAPITALS PLEASE): _____		
2. PREFERRED TIMES – please prioritise these 1,2,3,4 with 1 being your first choice, 2 being your second choice, 3 being your third choice and 4 being your fourth choice: 2.30 pm – 3.30 pm [] 3.30 pm – 4.30 pm [] 4.30 pm – 5.00 pm [] 5.30 pm – 7.00 pm []		
3. CHILD'S <u>FIRST</u> NAME <i>please list ALL your children using BLOCK CAPITALS – parents of children in the Nursery should use the Nursery appointment form</i>	4. <u>NAME</u> OF CLASS TEACHER <i>in BLOCK CAPITALS</i>	5. PLEASE LEAVE THIS SECTION BLANK