



SHARPS COPSE PRIMARY SCHOOL

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Our ref: SCPN Parents Evening Aut 2023

10th November 2023

Dear Parents and Carers

Our first Parents Evening of this academic year, for all children, is being held on **Wednesday, 29th November** between **3.30pm and 7.00pm**.

The teachers will be able to share with you your child/ren's reading, writing and maths progress and how you can help them at home to achieve their best.

All meetings will be face-to-face with your child's teacher(s) for 10 minutes, maximum. This arrangement also applies if you would like to meet with Mrs Wood, our SENCo, about your child's special educational needs. I myself will also be available to discuss any issue you may wish to raise too.

Please complete and return the attached slip to your child's teacher indicating a time that is convenient for you before **Friday, 24rd November**. Please also indicate if you would like to see Mrs Wood.

We ask that you make arrangements for siblings to be looked after as we are unable to run a creche on this occasion; if it is necessary to bring siblings they will need to go to the meeting with you.

We look forward to seeing you.

Yours sincerely

Mike Elsen
Headteacher

**SHARPS COPSE PRIMARY SCHOOL
AUTUMN PARENTS EVENING 2023**

Childs name..... Class Teacher.....

Please tick a box indicating the approximate time you would like to visit.

I would like to attend the parents Evening on Wednesday, 29th November 2023.

I would like an appointment between:

3.30 - 4.30pm

4.30 - 5.30pm

5.30 - 7.00pm

I have other children in the school:

Child's name(s)..... Class.....

..... Class.....

..... Class.....

I would like to discuss my child's Special Educational Needs:

Child's name..... Class.....

Signed..... Date.....
Parent/Carer

For School Use Only:

Allocated time for meeting with class teacher Class:

Class:

Class: