

St. Christopher Primary School

Headteacher:
Mrs Clair Robinson



Allesley Old Road
Allesley
Coventry CV5 9JG
Telephone/Fax:: (024) 7667 5017
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17th November 2017

Dear Parent/Carer,

Meet the Teacher Class 2A – Tuesday 28th November – 2.45pm – 5.15pm

Mrs Philpott would like to invite you to attend a short meeting on Tuesday 28th November and discuss how your child is getting on in Year 2.

As we have arranged this I would appreciate you attending on this day and during these times. Only in exceptional circumstances can we arrange another day as this can become difficult to organise with staff commitments. The meeting should last no longer than five minutes and Mrs Philpott will aim to keep within timings and your support with this is appreciated.

On arrival there will be an area to wait for your appointment. Please arrive for your appointment via the school office on Winsford Avenue.

We are looking forward to seeing you all,

Yours sincerely

Mrs C Robinson
Headteacher

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To assist with our arrangements please indicate with a tick which block of time is most convenient to you. If any of these times are convenient could you please tick **both boxes**.

<u>Time</u>	
2.45 pm to 4.00 pm	<input type="checkbox"/> 4.00 pm to 5.15 pm <input type="checkbox"/>

Please list your children below:

Child's Name	Appointment (<i>to be completed by teachers</i>)
	Time

Please return this sheet by **9.00am on Thursday 23rd November**. Thank you.