



NOTTINGHAM
FREE SCHOOL

Tuesday 8th March 2016

Dear Parent(s)/Carer(s),

I am writing to inform you of our parents evening dates scheduled for after Easter. These evenings will give you the opportunity to book five minute appointments with your child's subject teachers to discuss their progress.

Due to the fact that staff teach a large proportion of the year group, for this year, we will be offering the choice of two dates. Please complete the reply slip to indicate your preference, and once all are returned we will allocate you with a date.

It will then be your child's responsibility to make individual appointments with the staff you wish to see. They will be issued with an appointment card with which to do so and you will need to let your child know the times that you are available on the given date. If a particular subject is not available on the date you are given but you still wish to speak to that relevant member of staff then please just contact the school office.

Please note that drama and computing staff will only be available on Tuesday 19th April.

Each evening will run from 4pm – 7pm and therefore school will finish at 3.30pm on each of the above dates. The school bus will leave at 3.40pm. If you have an early appointment and wish your child to remain in school and meet you here then please just let us know on the reply slip.

Yours faithfully,

Mrs. J. Brown
Head of School



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Please return this reply slip to your child's tutor by **Friday 18th March**

Name of child: _____ Tutor group: _____

Please state your order of preference for each date from 1 to 2, with 1 being the first choice.

Thursday 14th April

Tuesday 19th April

My child needs to remain in school and not catch the school bus

Signed: _____ Date: _____

