

10<sup>th</sup> October 2011

Dear Parents

**PARENTS' EVENING, WEDNESDAY 19<sup>TH</sup> OCTOBER**

You are warmly invited to our Parents' Evening on Wednesday 19<sup>th</sup> October.

An appointment system will operate. Each set of parents will be allocated ten minutes with their son's form tutor. Should ten minutes prove insufficient or should you feel a lengthier meeting is needed, please make an appointment to see the form tutor outside of the evening's schedule.

Pupils' work will be on display in the classrooms and children's books may be available for viewing.

Parents will be seen privately by the form tutors in their child's classroom. Please knock on the door at your appointed time.

I am also happy to meet with you should you have any questions or concerns you would like to raise with me. I will be available in my office adjacent to the school secretary's office.

Refreshments will be available outside the staff room.

Parking will be available on the Junior School playground or down at the Senior School pick-up and drop-off area – please be considerate to our neighbours if using Mottingham Lane.

Yours sincerely

E R CAVENDISH  
Master of the Junior School

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**Please return to Form Tutor by Friday 14<sup>th</sup> October**

I have received the letter regarding the Parents' Evening on Wednesday 19<sup>th</sup> October.

- a) I would like an appointment with the form tutor between 4pm and 6pm
- b) I would like an appointment with the form tutor between 6pm and 8pm

SON'S NAME: \_\_\_\_\_ FORM: \_\_\_\_\_

SIGNED \_\_\_\_\_ Parent/Guardian