St Clement’s R.C. Primary School

Balgarthno Place

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 Head Teacher

 A. Macgregor

Director of Education

 M. Wood

22nd May 2013

Dear Parent / Carer,

**Parents/Carers’ Meetings with Teachers**

As you know, the move to the new building prompted us to issue Annual Reports a bit earlier this year. Rearranged Parents Evenings will take place on **10th** and **11th June**, and because there is so much on just now preparing for the move I’ve decided to only arrange appointments for Parents/Carers who wish one and respond to this letter. Mrs Burns will also be available for consultation about any work she does with your child. Mr Malone will also be available to talk about his work with the children on health and wellbeing. Unfortunately Mrs Dashwood is unwell at present and will not be able to attend. Mrs Donnelly and I will, of course, be available on these evenings.

If you wish an appointment to meet with your child’s teacher to discuss the Annual Report, learning progress or any other issue please complete and return the slip below **by Tuesday, 28th May.** Every effort will be made to accommodate your preference. Appointments will be then be issued by *Friday, 31st May* to give you time to make arrangements.

As always, I would encourage you to bring your child with you for the meeting. We want pupils to take responsibility for their learning and so we feel that they should be part of any discussions.

It is important that you leave feeling you have been given sufficient information, bearing in mind the time limit we must set for each parent. If you need longer or have any more specific questions, please contact the school.

Yours sincerely,



A. Macgregor

Head Teacher

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**St Clement’s R.C. Primary – Reporting to Parents June 2013**

Child’s Name:…………………………………………………………………….. Class:……………………

I would like an appointment to meet with my child’s class teacher. My day/time preference is indicated below:

**Monday, 10th June 3.30 – 5.00 Monday, 10th June 5.00 – 6.00**

**Tuesday, 11th June 3.30 – 5.00 Tuesday, 11th June 5.00 – 6.00**

Signed……………………………………………………………………….. (Parent / Carer)

Date……………………………..

**\*\*\*\*RETURN TO SCHOOL BY TUESDAY, 28th MAY AT THE LATEST.\*\*\*nbnghg\***