



Renfrewshire  
Council

Head Teacher: Mr A Lyle

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19 August 2019

Dear Parent/Carer

### Meet the Teacher Event

As part of our programme of reporting to parents and carers, we are holding the above event on Thursday 29 August from 3.15pm to 4.45pm.

We have allocated a time slot for parents and carers to attend based on their child's surname, to ensure the flow of visitors is distributed evenly across the full duration of the event. I would ask that, if possible, all parents and carers support the times allocated below.

Allocated Time	Child's Surname
3.15 – 4.00 p.m.	A - L
4.00 – 4.45 p.m.	M - Z

The event provides parents and carers with the opportunity to visit your child's classroom, view work that has been undertaken and examples of the resources we use.

Teaching staff will be available for an informal discussion, if required, but there will be no set appointments. If you require to discuss a confidential matter, please make an appointment through the school office.

**All parents and carers attending should enter and leave the school building through the main entrance.**

I hope you will be able to attend this event in our reporting calendar and that it provides important information on your child's education.

Yours faithfully

Mr A Lyle  
Head Teacher

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### Meet the Teacher Event

I will/will not\* be able to attend the Meet the Teacher event on Thursday 29 August.

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

Parent or Carer's Signature \_\_\_\_\_

\*please delete as appropriate