Ysgol Maes y Felin

Pennaeth/Headteacher
Mr. Peter Davis B.Ed (Hons)

Ysgol Maes y Felin
Penymaes Road
Holywell
Flintshire
CH8 7EN

9th March, 2020.

Dear Parents / Carers / Guardians,

<u>Parents' / Carers' / Guardians' Evening</u>

This year's Parents' / Carers' / Guardians' Evening is to be held on **Monday 30th March, from 3.00 p.m. – 6.30 p.m.**

Due to regulations on teachers' work / life balance each **family** will be allocated a five minute discussion with their child's class teacher. The same situation was held during the October meeting, should both parents / carers not be able to come together, then it would be preferable if one parent / carer could attend in October and one in March. Thank you for your co-operation. I must emphasise how important it is for parents / carers to keep to 5 minute appointments to ensure all parents / carers are seen. Junior staff will be made available in the school hall and the infant staff will be available in their classrooms.

I would be grateful if you could complete the attached tear-off slip and return it via your child to the class teacher by **<u>no later than Monday 23rd March</u>**. The class teacher will return the slip confirming the time allocated as near as possible to the time you requested.

Yours sincerely,

Peter Davies

<u>Headteacher</u>

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<u>Open Evening Return Slip</u>

Please return via your child to the class teacher by no later than Monday 23rd March.

<u>Class Teacher:</u> ……

<u>Name of Child:</u> ……

We confirm that we will / will not be able to attend the Open Evening.

We would prefer the following times if possible:

1st Choice …………………… **2nd Choice** …………………… **3rd Choice** ……………………

Please enter times between 3.00 p.m. – 6.30 p.m. based on 5 minute intervals

<u>Please state name and class of brothers and sisters:</u>

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