



# Morley Place Academy

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Head Teacher: Mr P. Rust

10<sup>th</sup> October 2017

## **Parents' Evening Autumn 2017** **Tuesday 17<sup>th</sup> October / Wednesday 18<sup>th</sup> October**

Dear Parents & Carers,

As per the academy calendar, Parents' Evening will be taking place next **Tuesday, 17<sup>th</sup> October** from **3.00p.m** to **6.00p.m**. The focus of the evening will be your child's general progress this new school year. For your convenience, we have additional times available on **Wednesday, 18<sup>th</sup> October** from **3.00p.m** to **5.00p.m**.

Could you please return the slip below, indicating your preferred time slots (2 choices if possible), by this **Friday, 13<sup>th</sup> October**. Appointment times will then be allocated and returned home with your child prior to the day. *Please note that appointments are for 5 minutes only.* Should you have any issues to discuss that require further time, please make an appointment to see the relevant teacher or a member of the academy leadership team on an alternative date. *Please note that parents who are attending review meetings for their child this week, do not need to make an appointment.*

A further letter regarding arrangements on the day will be sent out with appointment slips. We hope that all parents are able to attend in support of their child's learning and look forward to seeing you.

Yours sincerely,

Mr. P. Rust  
Head Teacher

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**Parents' Evening Autumn 2017**  
**Tuesday 17<sup>th</sup> October / Wednesday 18<sup>th</sup> October**

I / We\* will **not** be attending Parents' Evening & will arrange an alternative time with the Class Teacher *\*Please delete as appropriate*

I / We\* will be attending Parents' Evening and would like an appointment within the following time slot(s)\*\*

**Tuesday 17<sup>th</sup> October**

3.00 - 3.30p.m   3.30 - 4.00p.m   4.00 - 4.30p.m   4.30 - 5.00p.m   5.00 - 5.30p.m  
5.30 - 6.00p.m

**Wednesday 18<sup>th</sup> October**

3.00 - 3.30p.m   3.30 - 4.00p.m   4.00 - 4.30p.m   4.30 - 5.00p.m

*\*\*Please circle preferred time(s)*

Name of Child ..... Class.....

Signed .....Parent/Carer      Date .....

Print Name.....      Contact Number .....

