



Princess Road, Regent's Park, London NW1 8JL

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Headteacher: Sue Ladipo

13th March 2015

Dear Parents/Carers

As you will already know, we will be having our parents' meetings during the last two weeks of this term and we are inviting all parents to book an appointment to meet with their child's class teacher. This will be an opportunity for you to talk in depth about your child's learning, their progress and any areas for development. To support a calm, productive enjoyable meeting for up to 15 minutes, we will be holding the meetings during the day. Classes will have their meetings on different days and all children will be in school as usual. All meetings for Key Satges One and Two will be held in The School House.

The dates for the different classes are as follows:

23rd March = 6J and 2P

24th March = 5M and 1L

25th March = 3P and 2L

30th March = 4M and 6S

31st March = 1K, 5A and 5MD

1st April = 3M and 4T

Please book a time when you would like to attend the meeting from the table below. We will do our best to give you your choice, but times will be allocated on a first come, first served basis. There are likely to be some very popular times, especially at the beginning and end of the day, so please do not be too upset if you do not get the precise time you choose and be assured that all parents will be given an appointment.

We would ask you to bear in mind that some parents work and may be unable to attend during the day, so try not to choose one of the evening appointments if possible. Please fill in the slip below, **indicating at least 3 different appointment times** (1st, 2nd and 3rd choices) and return it to the **main office** as soon as possible.

We look forward to meeting you all.

Yours sincerely

Class Teachers

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Child's name: _____

Class: _____

9.00	9.15	9.30	9.45	10.00	10.15	11.00	11.15	11.30	11.45
12.00	12.15	1.30	1.45	2.00	2.15	2.30	2.45	3.00	3.45
4.00	4.15	4.30	4.45	5.00	5.15	5.30	5.45	6.00	6.15