

Elm Academy

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Principal: Mrs J Fish

Friday 19th January 2018

Dear Parents/Carers

Open Evening – Thursday 8th February 2018 (Nursery, Reception & Years 1-6)

We would like to invite you into school on Thursday 8th February 2018 in order to discuss your child's progress with their class teacher.

The session time is from 3.15pm – 7.00pm and they are booked in 10 minute slots.

Please complete the attached reply slip and return to your child's class teacher by no later than **Friday 2nd February 2018**. You will then receive a booking confirmation with your allocated appointment time.

Yours sincerely,

**Mrs Fish
Principal**

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Reply Slip: Open Evening – Thursday 8th February 2018

Child's Name: Class:

Time Preferred (appointment times are 10 minute slots from 3.15pm)

Appointments will be allocated on a 'first come, first served' basis.

Signed: Date:

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Open Evening – Thursday 8th February 2018 – Booking Confirmation

Child's Name: Class:

Confirmed Time (appointment time is 10 minutes)

High **Expectations** lead to High **Achievers**