



# Duke of Norfolk CE Primary School

Royle Avenue, Glossop, Derbyshire. SK13 7RD

Headteacher: Mrs. S Barker

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## Parent Evenings

Dear Parent/Carer

Parent Evening appointments will be approximately 5 minutes long and will take place in the school hall on the following days and times. All appointments will be face-to-face.

- Tuesday 15<sup>th</sup> October 3.45pm until 5.30pm
- Thursday 17<sup>th</sup> October 3.45pm until 5.30pm

If you wish to speak to your child's teacher, please indicate your preferred day and time below and return the completed slips to your class teacher as soon as possible.

We look forward to seeing you all in school.

Yours sincerely

Mrs. S Barker  
Headteacher



REQUEST SLIP – to be completed by parent

I wish to make an appointment to speak to my child's class teacher

Child's name ..... Class .....

Tuesday 15<sup>th</sup> October 3.45 pm–4.45pm / 4.45pm-5.30pm\*

Thursday 17<sup>th</sup> October 3.45pm–4.45pm / 4.45pm-5.30pm\*

\*Tick the day required and delete whichever times are not appropriate

Parent name (please print) .....



RETURN SLIP – to be completed by class teacher

Child's name .....

Appointment date..... Appointment time.....