



Duke of Norfolk CE Primary School

Royle Avenue, Glossop, Derbyshire. SK13 7RD

Headteacher: Mrs. E Bland

Tel: 01457 852 635

Email: info@dukenorfolk.derbyshire.sch.uk

www.dukenorfolk.co.uk

Parent Evenings

Dear Parent/Carer

Parent Evening appointments will be approximately 5 minutes long and will take place on the following days and times.

- Tuesday 19th March 3.30pm until 6.30pm will be face-to-face appointments in school
- Tuesday 26th March 3.30pm until 5pm will be telephone appointments

If you wish to speak to your child’s teacher, please indicate which time you would prefer by ticking a day and time below and returning the completed slips to your class teacher as soon as possible.

We look forward to speaking to you.

Yours sincerely

Mrs. E Bland
Head teacher

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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 19th March 3.30 pm–4.30 pm / 4.30pm-5.30pm / 5.30pm-6.30pm* **FACE-TO-FACE APPOINTMENTS**

Tuesday 26th March 3.30 pm–4.30 pm / 4.30pm-5.00pm* **TELEPHONE APPOINTMENTS**

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

Parent name (please print)

Contact number to use if you have requested a telephone appointment.....

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RETURN SLIP – to be completed by class teacher

Child’s name

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