

OXHEY FIRST SCHOOL
A HAPPY PLACE TO LEARN AND GROW
Excellence, Teamwork, Equality, Respect



Inspiring Excellence Together



Oxhey First School
Pennine Way,
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Staffordshire
ST8 7EB

Head teacher: Mrs A Rourke
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Friday 14th February 2020

Dear Parents,

I am writing to inform you that we will be holding our second Parents' Evening of the academic year on Monday 2nd March between 3.30 and 6.30 p.m.

This is an opportunity for parents to come along and discuss how their child is progressing. Later on in the term your child will be sent home with a termly report which provides more information on their progress and attainment. Children are welcome to attend the meeting. You will be asked to wait in the hall (Mrs Holt, Mrs Fletcher, Miss McGeady and Mrs Taylor's classes) and over in the library (Mrs Nevitt, Miss Jones, Mrs Warrillow and Mrs Masterson's classes) Mrs Christie's parents will be asked to wait in the corridor by Little Ladybird's classroom. You will then be called into the classroom where books will also be available for you to have a look at alongside a chat with your class teacher. Appointments are in 5 minute intervals, if you feel you require longer than this please use your child's class drop in or contact the class teacher to book another time which is convenient for you both.

Please complete the reply slip at the bottom of this letter and return it to the class teacher by Tues 25th February to let us know which of the times you would like to come and speak with your child's class teacher. We will do our best to accommodate your wishes however, it will be on a first come first served basis and if you have more than one child attending the school we will try to ensure that your appointment times are as close as possible (please indicate the names and classes of any brothers and sisters below). If you do have more than one child attending the school please could we ask you to return a separate reply slip for each child. If these times are completely unsuitable please call in or telephone and speak to the class teacher as soon as possible.

SMART Uniform will also be in school for you to view, buy and order new school uniform if required.

Yours sincerely,

Mrs L Jukes



PLEASE RETURN REPLY SLIP BY TUESDAY 25th FEBRUARY AT THE LATEST

(Appointment times will be confirmed on Thursday 27th February via a note in your child's planner)

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

I/We **will/will not** be attending the Parents' Evening. I would like an appointment between:

Please tick the box which is most convenient for you.

Monday 2 nd March		
3.30 p.m. – 4.00 pm	4.00 p.m. – 4.30 pm	4.30 – 5.00pm
5.00p.m. – 5.30 pm	5.30 p.m. – 6.00 pm	6.00 p.m. – 6.30 pm

The names of other siblings are:-

_____ (name of sibling) in _____ (name the teacher)

_____ (name of sibling) in _____ (name the teacher)

