



**ST LUKE'S C OF E  
PRIMARY SCHOOL**

**Work Together - Grow Together - Flourish Together**

*"The kingdom of heaven is like a mustard seed...Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches".*

*Matthew 13:31-32*

Friday 20<sup>th</sup> September, 2024

Dear Parents/Carers,

**Re: Parent's Evening Week**

We will be holding our first parent/teacher meeting on Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October.

The meeting will be 10 minutes long and will be held with class teachers in their classrooms. The focus of the meeting will be to discuss how your child is settling in and for you to share any information with your child's class teacher(s).

If you think your discussion will require longer than 10 minutes, please contact your child's teacher to make alternative arrangements.

Please indicate in order of preference the time slots which will be most suited to yourselves in order of priority, by writing 1, 2 or 3 in your preferred 3 time slots, so that we can organise appointment times – 1 representing your most preferred time and 3 being your least. Appointments will be allocated on a *'first come, first served'* basis.

Please ensure you return your slips no later than Monday 7<sup>th</sup> October.

Yours sincerely,

Mr. Phillips  
Head teacher

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**Parent's Evening: Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October**

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

Please indicate in order of preference the 3 time slots which will be best suited to yourselves in order of priority.

	Tuesday 15 <sup>th</sup> October	Wednesday 16 <sup>th</sup> October
3.20 pm – 4.00 pm		
4.00 pm – 4.30 pm		
4.30 pm – 5.00 pm		
5.00 pm – 5.30 pm		
5.30 pm – 6.00 pm		

**Signed:** \_\_\_\_\_

