

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX
 Head of School: Ms Miranda Baldwin



4th March 2019

Dear Parents and Carers

PRIMARY PARENTS EVENING – Tuesday 19th & Wednesday 20th March 2019, 3.40-6.30PM.

We are holding a Parents Evening for **Reception to Year 5** on **Tuesday 19th & Wednesday 20th March 2019**, which will provide you with the opportunity to meet and discuss your child's progress with their class teacher. This meeting represents an excellent opportunity to talk about and agree areas for further development for your child. It is paramount to your child's success in school that we work closely together, so it's really important that you attend.

Please indicate your preferred appointment time on the below slip and return it to your child's teacher no later than Friday 15 March 2019. You will receive the slip back with your appointment time.

Parents should go straight to their child's class. Each appointment has an allotted time of 10 minutes so please arrive 5 minutes before your given time to enable the evening to run smoothly.

Yours sincerely

Ms Chick
Acting Head of Primary

Mr Umekwe
Deputy Head of Primary

Re: Parents Evening – Tuesday 19th & Wednesday 20th March 2019 – 3.40pm – 6.30pm

Student's Name: _____ Class: _____

- I/We will be able to attend
 I am/We are, unfortunately, unable to attend

If you are able to attend, please indicate your preferred day:

- Tuesday 19th March or Wednesday 20th March

Please indicate your preferred appointment slot:

Time slot	Please tick	Teacher's use only
3:40pm-4pm		Your allocated appointment time is:
4pm-4:30pm		
4:30pm-5pm		
5pm-5:30pm		
5:30pm-6pm		
6pm-6:30pm		

I have other children in class(es): _____

Parent/Carer Signature: _____ Contact number: _____

Let your light shine

