



Meadowfield School
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March 2024

Ms Angela Howe, BA Hons, NPQSL
Principal

Dear Parents / Carers

The staff would like to invite you to attend a face-to-face Open Evening on Wednesday 1st May between 4.30pm and 7.00pm at the Ufton Lane site. For those families that would prefer to attend a Teams/Telephone Open Evening this will be offered on Thursday 2nd May between 3.30pm and 5.00pm. This will give you an opportunity to discuss your child's progress with the class teacher.

Please indicate your preferred choice of contact on the slip below, face to face or Teams/Telephone meeting. It would be helpful if you could tick more than one 'time' box, so that should your first choice of time not be available we can make an appointment for another convenient time. Please note that appointments are allocated on a first come basis and some times are more popular than others. Teachers will try and accommodate parents but flexibility will be required. The class teacher will inform you of your appointment time via the Contact Book.

Members of the Leadership team will be available should you wish to discuss any general matter regarding your son/daughter. However, more complex concerns will require a separately booked meeting, which can be requested via the school office email. In addition, we will have a variety of displays and parent friendly information to share during the face-to-face open evening.

We do hope you will make every effort to attend one of the consultation evenings as it is just one of the ways in which we can demonstrate to your son/daughter that parents and home are working together to ensure progress.

We look forward to seeing you.

Yours faithfully

Angela Howe, Principal

-----Please return to the School-----

To: **Class Teacher**

I would like to attend the **face-to-face Open Evening, Wednesday 1st May 2024**

Arrival Time 4.30 – 5.30pm (✓)	Arrival Time 5.30 - 6.00pm (✓)	Arrival Time 6.00 - 6.30pm (✓)	Arrival Time 6.30 – 7.00pm (✓)

I would like to attend a **remote Open Evening, Thursday 2nd May**. Please indication which option **TEAMS / TELEPHONE**

Call time 3.30 – 4.00pm (✓)	Call Time 4.00 – 4.30pm (✓)	Call Time 4.30 - 5.00pm (✓)

An early reply will mean more chance of getting your preferred appointment time.

Pupil's Name: _____ Class: _____

Print Parent/Carer Name: _____ Signed: _____

Please state any siblings who attend Meadowfield: Name: _____ Class: _____

Name: _____ Class: _____

