



Springfield Community Primary School
Oxford Road, Burnley, BB11 3HP
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Headteacher: Mrs Samaira Nasim

Caring, Believing, Learning, Achieving
16 November 2016

Dear Parents/Carers,

Parents Evening on Wednesday 23 November 2016 - 3.30pm to 5.30pm

We will be holding the evening by '5 minute appointments' in the time frames shown below for years 1, 2, 3, 4, 5 & 6. Please tick your preferred time on the slip and return to school as soon as possible. An appointment time will then be given to you within your preferred time selected, if available.

We request that you are outside the relevant classroom at your appointed time as this will help reduce the waiting time - however please note it is likely that there may be some waiting time if appointments 'over-run'.

You are welcome to bring your child with you when you meet their teacher. If you are unable to make alternative arrangements for younger children, then you may bring them and keep with you for your meeting with the teacher.

We do hope that you will make every effort to meet your child's teacher on this occasion as we really want to build strong links with you to help your child / children succeed. However, if you are unable to attend on this date then please speak to your child's teacher and make arrangements for an alternative day and time.

Yours sincerely,
Samaira Nasim
Mrs Samaira Nasim
Head teacher

Child's Name _____ Class _____

I would like to attend parents evening on Wednesday 23 November between:

3.30 - 4.00pm 4.00 - 4.30pm

4.30 - 5.00pm 5.00 - 5.25pm

Signature Parent / Carer _____ Date _____

