COPTHORNE
PREPARATORY SCHOOL

Year 3 & 4 Parents' Evening - Thursday 4 October

21 September 2018

Dear Parents

Over the course of week 5 (Monday 1 October – Friday 5 October) you will have the opportunity to discuss your child's progress so far this term.

Form tutors will be putting up a list for you to sign up on, outside their classrooms later on this week. There will be appointment times available both before and after school and the long evening will take place on Thursday 4 October where appointments can be made later in the evening until 7.45pm.

Please be aware that appointments will be given on a first come, first served basis and will last for 15 minutes in your child's classroom. If the meeting needs to go on longer than this then the form teacher will arrange a further time to speak to you as we need to ensure that all appointments are kept on time.

If you find that none of the available appointments suit you then please contact your child's form tutor directly and arrange an alternative time.

If you have any questions in the meantime please email me at cclark@copthorneprep.co.uk

Kind regards.

Chris Clark

Year 3 and 4 Coordinator