

# Barnes Farm Junior School

Henniker Gate, Chelmer Village,  
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23 January 2015

## LOWER SCHOOL- Year 3/4

Dear Parents

Open Evening this term will take place on Tuesday 10th February from 5.00 pm to 8.00 pm and Thursday 12<sup>th</sup> February from 3.30 pm - 6.00 pm for the Lower School. You will be allocated a 10 minute appointment, and on arrival please go to the main hall where your child's work will be ready for you to have a look at while you wait.

We will be continuing to share our Parent Consultation pro-forma which aims to give you a brief snapshot of your child's current strengths and challenges across their school work. The pro-forma will be available for you to look at before your consultation, so please allow time to do this.

At the designated time you will be able to take the work with you to a private area for an interview with your child's teacher. We must stress that there will not be anywhere for children to wait for their parents, so they should not attend on this occasion. We will endeavour to synchronise appointments with any siblings. Please try and keep to the 10 minute timeslot allocated for each parent to enable the evening to run smoothly. A bell will ring every ten minutes to signify the beginning and end of each consultation.

**Please note there will be no clubs during Open Evening week.**

Yours sincerely

Mr R McTaggart  
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In order to secure an appointment, please complete and return to your child's teacher as soon as possible.

### LOWER SCHOOL

Name of child ..... Class .....

I would be happy to have an appointment on either day

I should like an appointment on Tuesday 10<sup>th</sup> February 5.00 pm - 8.00 pm   
OR

I should like an appointment on Thursday 12<sup>th</sup> February 3.30 pm - 6.00 pm

My child has a brother/sister in Lower School (Year 3/4), Class No. ....

Signed Mr/Mrs/Ms..... Full Name .....