



Hollin Primary School
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Headteacher: Mr David Fenton
Deputy Headteacher: Mrs Paula Keogh

Monday 31st October 2022

Dear Parents/Carers,

I am writing to invite you to Parents' Evening, which will be held on **Tuesday 8th November.**

To ensure that the booking system runs smoothly, please return the slip below to the class teacher as soon as possible. Every effort will be made to accommodate your preferred appointment time.

As this worked well last time, we are keeping the following arrangements:

- **Only one parent, per child, should attend.**
- **Each parent should come through the hall doors for their appointment.**
- **Due to limited waiting area, children should not attend.**

Teachers will be available in their classrooms with children's work being made available outside the classroom area.

Yours faithfully,

Mr David Fenton
Headteacher

Reply Slip (return by Thursday 3rd November)

Name of child _____ Class _____

My preferred time would be: (please tick)

3:45 – 5:00

5:00 – 6:30

6:30 – 7:30

If you have children in other classes please tick the relevant boxes and write their names below.

Rec 1	Rec 2	Yr 1B	Yr 1RD	Yr 2C	Yr 3H	Yr 4G	Yr 4T	Yr 5S	Yr 6M	Yr 6Mc

Names of siblings _____

