



Mr A Mahmood  
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Dear Parent / Carer,

**You are invited to our Open Evening for Parents/Carers, after school on Thursday 8<sup>th</sup> February 2024.** It will be a short slot and it will give you a chance to spend some time looking at your child's books/work.

To avoid too much congestion in the classrooms we are going to allocate groups of 6-7 parents/carers a 20-minute window in which to come into your child's classroom and look at the work your child has produced.

**Please indicate on the SchoolPing form your preferred 20-minute window by midday, Thursday 1<sup>st</sup> February 2024.**

We will write to you giving you a definite time slot which will be as close to the one you have requested as soon as possible and on a first come first served basis. There will be 6-7 parents to each time slot; therefore, to avoid congestion it is important that you attend at the time you are allocated.

**Confirmation of your time slot will be sent out on Monday 5<sup>th</sup> February 2024.** Although the class teacher will be present for general questions/queries, please note that this will not be a chance to have a one to one meeting with them.

If there is anything, you would like to discuss to in more detail, please feel free to make a separate appointment to see the teacher at a later date. This open evening is primarily to give parents a chance to look at the children's work and exercise books.

Yours sincerely,

A Mahmood  
Head Teacher

