



Ravensmead Primary School

Chapel Street
Bignall End
Stoke-on-Trent
Staffordshire ST7 8QD
Telephone & Fax: 01782 296635
www.ravensmead.staffs.sch.uk

Headteacher: Mr D. Bell, B.Ed (Hons), M.A

Dear Parents/Carers 29th September 2016

Parents Evening

Parents Evening this term will be held on Wednesday 12th October, from 3.30pm until 7.00pm and will provide you with an opportunity to discuss how your child/children have settled into their new classes (and sets where relevant).

We hope that all parents and guardians will be able to attend this meeting.

Please complete the tear-off slip below stating a preferred time and the teacher will try to give you an appointment as near to that time as possible. Some teachers may be able to accommodate you at an earlier time, please arrange between yourself and the teacher in question. **Please return this by Tuesday 4th October (Year 6 must be in by Friday 30th).**

It is anticipated that appointments will last between 5 and 10 minutes and we will try very hard to keep to timetable.

Parents with more than one child in the school please indicate on the return slip and we will attempt to co-ordinate appointment times.

(For parents, who cannot make the Class Parents Evening, we are very keen to work in partnership with you and teachers may be able to see you by appointment after school between 3.30 and 4.30pm the following night – Thursday 13th October.)

Teacher / Parent consultations will take place in the school hall and books will be displayed in your child's classroom. Please use the Hall Entrance Door. Smart Uniform and School Nurse Sue Goodwin will be in attendance.

Yours sincerely

Mr D Bell
Headteacher

Children
(Name) (Class) (Name) (Class) (Name) (Class)

1. I/We would like to attend the Open Evening on Wednesday 12th October

| | | | |
|-------------------|--------------------------|-------------------|--------------------------|
| 3.30 pm – 4.00 pm | <input type="checkbox"/> | 5.00 pm – 5.30 pm | <input type="checkbox"/> |
| 4.00 pm – 4.30 pm | <input type="checkbox"/> | 5.30 pm – 6.00 pm | <input type="checkbox"/> |
| 4.30 pm – 5.00 pm | <input type="checkbox"/> | 6.00 pm – 6.30 pm | <input type="checkbox"/> |
| | | 6.30 pm – 7.00 pm | <input type="checkbox"/> |

Signed (Parent)

2. I/We are unable to attend Parents' Evening on Wednesday 12th October

I/We would like to see the Class Teacher (please indicate).....
at pm on 13th October 2016

Signed (Parent)