31st October 2017

Dear Parents and carers of nursery children,

The first parents evening of the academic year will be taking place on Monday 13th and Wednesday 15th November. It will be a chance to discuss your child’s achievements and targets for the forthcoming terms.

Please complete and return the attached slip to make an appointment with your child’s teacher. Appointments will be made in 10 minutes timeslots from 1:30pm – 4:00pm on both days. Please arrive at least 15 minutes before your appointment to spend time looking at your child’s books, which will be located in his/her tray outside the classroom.

Please return the slip to your child’s teacher no later than Friday 3rd November indicating your preferences. Please provide two timeslots to allow effective timetabling by the teachers. You will receive confirmation of your appointment on Wednesday 8th November. Parents who do not return a slip will be allocated an available time slot.

Yours sincerely

Mr D Moss
Associate Head Teacher

To be returned to your child’s teacher

Re: Child’s name…………………………………………………….Class……………………

I would prefer to book an appointment at the following times (please state 1st and 2nd choices)

<table>
<thead>
<tr>
<th>Timeslot</th>
<th>Monday 13th November</th>
<th>Wednesday 15th November</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30pm – 2:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00pm – 2:30pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30pm – 3:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00pm – 3:30pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed……………………………………………………………Date…………………………

Executive Head Teacher: Miss Louise Lynch Associate Head Teacher: Mr. David Moss
Riverside Road, Sidcup, Kent DA14 4PX Tel: 0208 300 7646 Fax: 0208 309 6061
Email: admin@royalpark-tkat.org Website: www.royalpark-tkat.org

The Kemnal Academies Trust is a charitable company limited by guarantee registered in England and Wales under company number 7348231. Its registered address is The Atkins Centre, Kemnal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA. Royal Park Primary Academy is a business name used by The Kemnal Academies Trust.