



Somerset County Council



**Shepton Mallet Community Infants' School & Nursery**

Waterloo Road, Shepton Mallet, BA4 5HE

Tel: 01749 342322

Email: sheptonmalletinfants@educ.somerset.gov.uk

Headteacher: Mrs Honoria Thompson

**"Where Children Come First."**

9<sup>th</sup> April 2018

Dear Parent/Carer,

Our Spring term parents' evenings are due to take place next Monday and Thursday (16<sup>th</sup> and 19<sup>th</sup> April) from 3.30pm to 6.30pm. Due to unforeseen circumstances Mr Atkinson will not be available on Thursday. Therefore his appointments will be available as follows:

**Monday 3.30 until 6.30    Tuesday 3.30 until 4.30    Wednesday 3.30 until 4.30**

If you are unable to make any of these times, please contact Mr Atkinson at the end of the school day to arrange an appointment to suit you.

We have set aside short slots of between 5 and 10 minutes. It is important that we keep to time as other parents will be waiting.

To ensure that you are allocated a convenient time, please indicate on the form below **all the times which would be suitable for you** - as many as possible please. They will be allocated in the order we receive the replies and we will send you a note of your appointment time. Please indicate whether you have more than one child in school and we will arrange appointments as close together as possible to save you waiting.

**Please return the tear-off slip below by Wednesday 11<sup>th</sup> April.** We look forward to seeing you on 16<sup>th</sup>, 17<sup>th</sup> or 18<sup>th</sup> April.

Yours sincerely

**Honoria Thompson – Headteacher**

Child's Name ..... Class: .....

| TIMES       | MONDAY 16 <sup>th</sup> APRIL | TIMES       | TUESDAY 17 <sup>th</sup> APRIL | TIMES       | WEDNESDAY 18 <sup>th</sup> APRIL |
|-------------|-------------------------------|-------------|--------------------------------|-------------|----------------------------------|
| 3.30 – 4.00 |                               | 3.30 – 4.00 |                                | 3.30 – 4.00 |                                  |
| 4.00 – 4.30 |                               | 4.00 – 4.30 |                                | 4.00 – 4.30 |                                  |
| 4.30 – 5.00 |                               |             |                                |             |                                  |
| 5.00 – 5.30 |                               |             |                                |             |                                  |
| 5.30 – 6.00 |                               |             |                                |             |                                  |
| 6.00 – 6.30 |                               |             |                                |             |                                  |

**\*I also have a child in ..... class\***

*\*Please complete if applicable\**

**FOR SCHOOL USE ONLY:**

**YOUR APPOINTMENT WILL BE ON 16<sup>TH</sup>/17<sup>TH</sup>/18<sup>TH</sup> NOVEMBER AT ..... PM**



Web: [www.sheptonmalletinfants.co.uk](http://www.sheptonmalletinfants.co.uk)  
VAT Registered Number: 131254412

