



Shepton Mallet Community Infants' School & Nursery

Waterloo Road, Shepton Mallet, BA4 5HE

Tel: 01749 342322

Email: office@sheptoninfants.co.uk

Headteacher: Mrs Honoria Thompson



"Where Children Come First."

3rd October 2023

Dear Parents/Carers

PARENTS' EVENING

We will be holding two Parents' Evenings to discuss your child's progress with his/her teacher, on **Tuesday 17th and Wednesday 18th October 2023**.

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. If you are unable to attend either of these days, please call into the office to arrange an alternative day.

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 11th October. We look forward to seeing you on 17th or 18th October.

Yours sincerely

Honoria Thompson

Honoria Thompson – Headteacher

Child's Name

Class:

TIMES	Tuesday 17 th October	TIMES	Wednesday 18 th October
3.30 – 4.00		3.30 – 4.00	
4.00 – 4.30		4.00 – 4.30	
4.30 – 5.00		4.30 – 5.00	
5.00 – 5.30		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 17TH/18TH OCTOBER AT PM



Web:
www.sheptonmalletinfants.co.uk

VAT Registered Number: 131254412

