



Ms Sue Lovecy, Head of School

9<sup>th</sup> April 2019

### **Year 4 Parents' Evenings**

Dear Parents/Guardians,

We will be holding our Summer Term Parents' Evenings for Year 4 only on **Tuesday 30<sup>th</sup> April** and **Wednesday 1<sup>st</sup> May 2019**.

Parents' Evening gives you the opportunity to look at your child's books and discuss their progress with the class teacher; it will take place in the Hub, located by the School Reception and each appointment will last approximately 10 minutes.

As you may be aware, Ms. Devismes will be commencing her Maternity Leave as of Friday 3<sup>rd</sup> May and her position has been temporarily filled by Mrs. Simmons who will also be attending the Parents' Evenings.

We would be grateful if you could please indicate your preferred day and time on the back of this letter, and then return it to **Reception** by Wednesday 10<sup>th</sup> April. Alternatively, you can email your requested time to [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org)

We will confirm the time and date of your appointment with you by **email**.

Yours faithfully,

*C.A. Jones*

Mrs. C Jones

**ST MARTINS SCHOOL**

Moors Bank  
St Martins  
SY10 7BD  
01691 776500  
[reception@stmartins3-16.org](mailto:reception@stmartins3-16.org)



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## Summer Term 2019 Parents' Evening – Year 4 Class

Child's Name: .....

**PLEASE INDICATE BELOW YOUR PREFERRED DAY/TIME:**

<b>Tuesday 30<sup>th</sup> April</b>		<b>Wednesday 1<sup>st</sup> May</b>	
Time preferred (please tick)		Time preferred (please tick)	
3:10 – 4:00pm		3:10 – 4:00pm	
4:10 – 5:00pm		4:10 – 5:00pm	
5:10 – 6:00pm		NO PREFERENCE	
NO PREFERENCE		<b>DO NOT WISH TO ATTEND</b>	
<b>DO NOT WISH TO ATTEND</b>			

**Signed/ Relationship:** ..... **Date:** .....

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