



St. Michael's Catholic Primary Academy and Nursery

Part of the Bishop Cleary Catholic Multi Academy Company
Bishop Cleary Catholic Multi Academy Company, a company limited by guarantee in England and Wales (company number 08578428) whose registered office address is Compton Park, Wolverhampton, WV3 9DU



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Telephone 01902 556368 Fax 01902 556370
Acting Principal: Mrs S. McHale

21 January 2015

Dear Parents

Re: Spring Term Open Evenings – Tuesday 03 February from 6.00 – 8.00 pm
Thursday 05 February from 4.00 – 6.00 pm

During the course of these evenings you will be given the opportunity to meet with your child's teacher to discuss matters relevant to your child's education. I would be grateful if you would complete the form below so that an appointment may be made for you to see your child's teacher. Not all parents will feel that it is necessary to meet with the teacher at this stage in the school year. There will be further open evenings held during the summer terms.

We should be grateful if you would put all the children from one family on one form only.

All forms must be returned by **Monday 26 January** at the latest. Thank you.

Yours sincerely

Mrs S McHale
Acting Principal

Please tick as appropriate:

I would prefer an appointment on the evening of Tuesday 03 February

I would prefer an appointment on the evening of Thursday 05 February

(Please list children and teacher below)

Child's Name	Class Teacher	For office use only

Tuesday 03/Thursday 05

We will endeavour to accommodate your preference of evening but it may not be possible to do so in every case. Appointments will be given at 10 minute intervals.