



Lincoln Carlton ACADEMY

22nd February 2018

Dear Parents and Carers,

Parents' Evening Wednesday 14th & Thursday 15th March 2018

We are really looking forward to welcoming you into school to celebrate the progress your child has made in the school year so far and we are keen to ensure Parents' Evening is a special occasion for you all.

- Each appointment will last 10 minutes, and we would like to encourage you to **bring your child with you** to the meeting. It is a good opportunity to celebrate and share all the things that they have been learning. If there are sensitive things you wish to discuss then the teachers are happy for you to direct the child to play in the classroom once the initial discussion has taken place with the child present.
- There will be a **crèche facility**. This will enable you and your child to talk to your child's teacher without being distracted by their brothers & sisters! (You must let us know if you require a space by completing the slip on page 2 otherwise we can't guarantee we will be able to have them).
- We ask that families come through the main school entrance, past the office to register that they are on the premises before their appointment. Please **do not** go through Kids Club, or through your child's classroom to get in to the building. This is for Health & Safety and Safeguarding reasons.

Our aim is that every family attends. The children are always so proud when their grown-ups come to celebrate their successes. We would love for you to join us for tea, coffee and cake in the school hall before or after your appointment.

If you're unable to make either of these dates, then please speak directly with your child's teacher to arrange an alternative date.

Yours sincerely

Mrs B Malam
Headteacher



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Reply Slip

Appointment Time	Name of child/ren..... Class/es..... Please indicate your preference of days and times with (1) as your first choice and (2) as your second choice. If you are flexible, please indicate any times you are able to attend.															
	<table border="1"><tr><td></td><td>3.40pm-4.30pm</td><td>4.30pm-5.30pm</td><td>5.30pm-6.40pm</td></tr><tr><td>Wednesday 14th March</td><td></td><td></td><td></td></tr><tr><td></td><td>3.40pm-4.30pm</td><td>4.30pm-5.30pm</td><td>5.30pm-6.40pm</td></tr><tr><td>Thursday 15th March</td><td></td><td></td><td></td></tr></table>		3.40pm-4.30pm	4.30pm-5.30pm	5.30pm-6.40pm	Wednesday 14 th March					3.40pm-4.30pm	4.30pm-5.30pm	5.30pm-6.40pm	Thursday 15 th March		
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Please return to your child's teacher or email to the school office:

enquiries@lincolncarltonacademy.lincs.sch.uk

Your appointment time will be allocated and returned to you as soon as possible.