



PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR
TEL: 024 7646 6669 - EMAIL: adminstaff@parkhill.coventry.sch.uk
School website: www.parkhillprimaryschool.co.uk
Headteacher: Mr P Griffin

30th September 2020

Dear Parents and Carers,

As you are aware, due to the current situation and COVID restrictions, we are unable to welcome additional adults into school. However, your child's class teacher would like to contact you by telephone to discuss the start to the new year your child has made.

This year, Parents' Evening **for children in Year Reception to Year 6**, will take place on **Wednesday 14th October 2020 – appointments can be made from 3.30 pm until 7.00 pm**. Please indicate which time is the most suitable for you to receive a telephone call, by placing 1, 2 or 3 in the appropriate boxes and return the slip to school as soon as possible in order to avoid any disappointment. We will aim to send you details of your appointment by **Wednesday 7th October 2020**.

This meeting is a chance for you to chat with your child's teacher on a one to one basis and I would encourage you all to make the most of this opportunity, to learn about how your child/children have settled into their new classes.

Please can you ensure that you have supplied us with the telephone number you would like to be contacted on that evening.

We will endeavour to meet parents' first preference, but I apologise in advance if this is not possible.

We are looking forward to speaking to you all on the 14th October!

Yours sincerely,

Mr P Griffin
Head Teacher

Parents' Evening Appointment Request

Teacher's Name: _____

Child's Name: _____

Autumn Term 2020 Parent's Evening

Please indicate your preference with a **1** (most ideal), **2** (next best time) or a **3**.

Wednesday 14th October 2020			
3.30-4.30	4.30-5.30	5.30-6.30	6.30-7.00

Telephone number to contact me on:

Thank you

Parents' Evening Appointment*	
Class Teacher:	Time:
.....	Time:
.....	Time:
.....	Time:
<p><i>* to be completed by staff</i></p>	