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Monday 26<sup>th</sup> February 2018

Dear Parents/Carers

### **Parents' Evening - Wednesday 14<sup>th</sup> March 2018**

A reminder that we will be holding our Spring Parents' Evening on **Wednesday 14<sup>th</sup> March 2018 from 4.00 pm to 7.00 pm.**

This will provide an opportunity for you to meet with your child's Tutor to discuss their progress and review the targets set at the beginning of the year.

Our Therapy Team will be available on the evening, they will be based in reception for informal discussions around therapy provision.

Mrs Davey (Head of Lower School), Miss Taylor (Head of Middle School) and Mr Shepherd (Head of Upper School) will also be available to answer any questions you may have.

It is an **expectation** that you attend **with your child**. It is important we work together in partnership to support your child's progress and therefore if you are unable to attend on the evening you should discuss alternative options with your child's Tutor.

Some of our teachers complete their training courses on a Wednesday evening and for these classes appointments will be booked on alternative days after school.

**Appointments should be booked directly with Tutors**; if you would like to book an appointment to see another member of staff please contact the school office directly on 020 8647 8349.

In addition, all lost property will be on display in the hall during the evening. Anything not claimed after 14<sup>th</sup> March will be disposed of, please do remember to name all items that come into school!

Thank you for your continued support and we forward to seeing you on 14<sup>th</sup> March 2018.

Best wishes,

Rob Watkins  
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