



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
Tel: 01483 561323
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Headteacher: Roger Blackburn

25th April 2017

3G Parents' Evening

Dear Parents/Carers,

The 3G Parents' Evening is scheduled to take place on Wednesday 3rd May. We will start at 3.30pm and finish at 9.00pm with everyone getting a 10 minute slot. We hope this will allow all of you to pick a time which is acceptable to you.

I will be based in the 3C classroom leaving the 3G classroom empty for you to spend some quality time looking at your child's work. If your child is on the school's special needs register our Special Needs Coordinator, Mrs Wilkinson, will be present at your meeting.

Please return the slip at the bottom of this letter indicating your preferred slot for a parents' evening appointment, which will be allocated on a first come, first served basis. We would prefer that children are not brought in on parents' evening as we are unable to supervise them. Please enter the school via the front entrance next to the school office.

Many thanks

Jo Davies
Deputy Headteacher

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3G Parents' Evening Reply Slip

Child's name:		Class:	
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PREFERRED TIME SLOT

3.30pm – 4.30pm	4.30pm – 5.30pm	5.30pm – 6.30pm	7.00pm – 8.00pm	8.00pm – 9.00pm

Signed:		Date:	
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www.queen-eleanors.surrey.sch.uk