



Stephenson Memorial Primary School
Martin Road, Wallsend, Tyne and Wear, NE28 0AG

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Mrs K.Lilico, Acting Executive Headteacher

Wednesday 9th January 2019

Dear Parents/Carers,

Open Evening – Early Life & Nursery & Reception

Early Life, Nursery and Reception parents are invited into school on Wednesday 23rd January 2019, to speak briefly with your child's class teacher to have an informal discussion and to see your child's progress so far.

Early Life & Nursery parents are able to attend during the Nursery sessions.

Morning children's parents are invited between: 10.00-11.30am or 3.30-4.30pm.

Afternoon children's parents are invited between: 2.00-3.30pm or 3.30-4.30pm.

Reception parents are invited after school hours, between 3.30-5.30pm.

We are asking parents to please complete the attached slip and return to school as soon as possible, indicating whether you are able to attend and which session you intend to arrive. This will then enable teachers to have all books and files ready for you.

Once you have returned the below slip, appointment slots may be given by the class teacher. If parents do not receive appointment times, you should expect to arrive to the classroom and wait until the teacher is available to speak to you.

However if you are unable to attend at the given time, please arrange a suitable time with your child's class teacher. Thank you.

Yours sincerely,

Mrs C Garrett
Deputy Headteacher

Early Years Open Evening 23/01/19

Child's name: Class:

I wish to attend the open evening to speak with my child's class teacher and I will arrive between: (please indicate which time slot)

OR

I am unable to attend and I will arrange an alternative day/time with class teacher: ☐

Parent/Carer name: Signed: