



**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 and Carers,

**Years 1-6 Open Evening**

We would like to invite parents of years 1 – 6 to attend this term's Open Evening on the following dates:

Years 1,2,5 and 6 on Wednesday 23<sup>rd</sup> January 2019

Years 3 and 4 on Tuesday 29<sup>th</sup> January 2019

to speak briefly to their child's class teacher to have an informal discussion and to see your child's progress so far.

Parents are invited into school between 3.30pm – 5.30pm; please enter via your child's classroom door, from the school yard.

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

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**Year 1-6 Open Evening January 2019**

Child's name: ..... Class: .....

I wish to attend the open evening to speak with my child's class teacher ☐

I will arrive between: 3.30-4.30pm or 4.30-5.30pm (please circle appropriate)

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

Parent/Carer's name: .....