



Bentham Community  
Primary School

Bentham C P School  
Low Bentham Road  
Bentham  
Lancaster  
LA2 7BP

Headteacher: Mrs C A Pearson  
Member of  
The Three Peaks Family of Schools  
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21st September 2018

Dear Parents/Carers

This term we will be holding Parent Evenings on Wednesday 7<sup>th</sup> November 2018 and Thursday 8<sup>th</sup> November 2018 between 3.40pm and 6.20pm.

Please can parents/carers complete the below tear-off slip in order to request an appointment to meet with their child's class teacher, and return this to the School Office by no later than **Friday 19th October 2018**. A letter confirming appointment times will be sent home during the week commencing Monday 22nd October 2018. As we are sure parents/carers will appreciate, and in order to ensure that every parent has an opportunity to meet with teaching staff, appointments will be limited to **ten minutes**. There will be an opportunity for parents/carers to peruse children's work either prior to or following appointments with staff.

In addition, and with a view to providing support to parents/carers of those children who can be facing difficulties and anxieties around their child's punctuality and attendance at school, Mrs Pearson will be making appointments with parents/carers of these children in order that support strategies and assistance from the school can be discussed and identified. Finally, if you would like to discuss any of the above further, or if you have any queries, please do not hesitate to contact the school.

Yours sincerely

Mrs C Pearson  
Headteacher

**Parents' Evening**

Child's Name : \_\_\_\_\_ Class : \_\_\_\_\_

Please indicate date preference: Wednesday 7<sup>th</sup> November 2018

Thursday 8<sup>th</sup> November 2018

I would like to request a time between:-

3.40pm and 5.00pm

5.00pm and 6.20pm

SIGNED : \_\_\_\_\_ Parent/Carer

Please Print Name : \_\_\_\_\_



