

Dear Parent/Carer,

Re: Nursery Settling in Appointments from Monday 27th November - Friday 1st December

I hope that you are well. I am writing with regard to Parents' meetings this term. This is an opportunity for you to meet with your child's teacher to discuss their learning and progress.

Please indicate on the slip below which day and time you would prefer and return it to a member of the Nursery team as soon as possible. Each appointment will be for 10 minutes followed by 10 minutes with your child in the Nursery to look through their Learning Journey together. **Obviously we will endeavour to fulfil preferences but this may not always be possible.** We will allocate appointment dates and times and let you know via a slip.

I am sure that you can appreciate that a huge amount of time and effort goes into organising and running termly Parents' meetings. This is a dedicated time for you to discuss your child with us. If for **exceptional circumstances** you are unable to come in for a meeting you must contact Naomi Leaver (Executive Head teacher) or Lee Duffy (Head of School).

To ensure the meetings run smoothly please arrive promptly.

Kind regards,

Zara Shuttleworth
Nursery teacher and EYFS Lead

Please indicate below the date and time you would prefer your appointment to be on.

Child's Name _____

Monday 27th November	Tuesday 28th November	Wednesday 29th November	Friday 1st December
12.40pm	12.40pm	12.40pm	12.40pm
12.50pm	12.50pm	12.50pm	12.50pm
1.00pm	1.00pm	1.00pm	1.00pm
1.10pm	1.10pm	1.10pm	1.10pm
1.20pm	1.20pm	1.20pm	1.20pm

Signed _____

Please return this slip as soon as possible to a member of the Nursery team.

