

# Benhurst Primary School

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Head teacher: Mr D. Denchfield BA (Hons) NPQH

Tuesday 17<sup>th</sup> September 2019

Dear Parent/Carer,

**YR, 1 and 2 Parents Evening**  
**Y3, 4, 5 and 6 Termly Learning Conferences (TLCs)**

We will be holding our Autumn Parents Evening/TLCs on **Thursday 10<sup>th</sup> October** and **Tuesday 15<sup>th</sup> October**.

Please indicate on the next page your preferred day and time and we will endeavour to allocate an appointment that suits you. If you have two or more children, staff will liaise so you will not have too long to wait between appointments.

**Please return the appointment request sheet by Friday 27<sup>th</sup> September.**

If you are unable to attend this important meeting for any reason, please notify your child's teacher in writing and they will arrange to meet with you at a mutually convenient alternative time.

Mrs Hart and I will be available on both evenings to discuss any matters arising from your meeting or any other concerns you may have.

Yours sincerely,



Mr D Denchfield  
Head teacher

Please complete and return this by Friday 27<sup>th</sup> September at the latest.

If you have more than one child at Benhurst, please return the slip to the teacher of the oldest child, so that appropriate times can be arranged.



I would like an appointment for my child's Parents Evening or Termly Learning Conference on  
(Please tick the most convenient times)

Oldest child's name - .....

Oldest child's class - .....



Thursday 10<sup>th</sup> October between

- 3-45 and 5-00
- 5-00 and 6-00
- 6-00 and 7-00
- 7-00 and 7-45

Tuesday 15<sup>th</sup> October between

- 3-45 and 5-00
- 5-00 and 6-00
- 6-00 and 7-00
- 7-00 and 7-45



Siblings at Benhurst (Name and class)

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A letter confirming your appointment will be sent out by the class teacher on Wednesday 2<sup>nd</sup> October.

