



Hemdean House School Ltd  
Hemdean Road  
Caversham, Reading  
Berkshire RG4 7SD  
Tel: 0118 947 2590  
Fax: 0118 946 4474  
Email: office@hemdeanhouse.co.uk  
hemdeanhouse.co.uk

---

20 March 2017

Dear Parents

There will be a Parents Evening on Wednesday 29th March 2017 between 4.00pm-6.30pm (3.30pm start for Years R – 3), when there will be an opportunity to discuss your child's progress with their teacher.

This will take place in the school hall where your child's teacher will have a selection of their work. If you wish to see me please arrange an appointment. It may be possible to see your child's teacher either at the beginning or end of another day; please let her know if that would be more convenient.

Unfortunately, due to staff shortages, we are unable to offer childcare while parents speak with teachers. We are happy for you to bring your child with you if you cannot make arrangements for them to be looked after whilst you meet with their teacher.

Please complete the attached form and return it to your child's teacher so that an appointment can be made for you. If you need to make an appointment for more than one teacher, we will endeavour to accommodate the timings.

Yours sincerely

Mrs. G Sillitto

Head Teacher

---

Name..... Form.....

I/we shall/shall not be able to attend the Parents' Evening on Wednesday 29<sup>th</sup> March 2017

Signed .....

Please tick your preferred time	3.30 – 4.00pm	4.00 - 5.00pm
	5.00 - 6.00pm	6.00 - 6.30pm