

Salisbury Primary School

Salisbury Street
Darlaston,
Walsall
WS10 8BQ

Headteacher: Mrs D. Steen

Deputy Head: Mr S. Forsyth

Telephone: 0121 6674066

E-mail: postbox@salisbury.walsall.sch.uk

Tuesday 26th November 2019

Dear Parents / Careers,

Parents' evening will be held on **Monday 16th December 2019** and **Tuesday 17th December 2019** for all children from **3.30pm - 5.00 pm.**

The eldest child in each family is bringing this letter home to you. Please complete and return the attached proforma as soon as possible and remember to include all your children on the same form.

As always, appointments will be issued on a first come, first served basis. We look forward to seeing you on one of these two nights.

Yours sincerely,



Mrs D Steen
Headteacher



Parent Consultation - Appointment Request Form

PLEASE RETURN ONE FORM FOR ONE FAMILY

List the names of ALL your children who attend Salisbury Primary School, starting with the youngest.

Name of Child	Class

Please choose 3 options for your review time. Your first option should be labelled 1, your second 2 and your third 3. We will try our best to meet your requirements. The options can be chosen over both days.

Day	Between these times	1, 2 or 3
Monday 16th December 2019	3.30 - 4.00 pm	
	4.00 - 4.30 pm	
	4.30 - 5.00 pm	
Tuesday 17th December 2019	3.30 - 4.00 pm	
	4.00 - 4.30 pm	
	4.30 - 5.00 pm	

The school will send you details of the exact times for each child after you have returned this form. Your times will be in 5 minute slots.

Signed: Date: