Monday 16th February, 2015

Dear Parents of Children in 5V,

Mrs Veal will be on leave at the time of our scheduled Parent Teacher Meetings next week. As a consequence the Parent Teacher Meetings for 5V will instead be held on:

**Thursday 26th February**  
12.00-6.00pm.  
Boardroom – in general office

To allow for Mrs Veal to arrange appointments we ask parents to complete the slip below and return to school – as soon as possible. We ask that you provide two preferences of times. First returns will receive preference in the allocation of times.

A confirmation of times will be sent home on Monday 23rd February.

As with all February Parent Teacher Meetings 10 minutes is allocated for each meeting. If more time is considered necessary then contact Mrs Veal for an alternate arrangement.

Yours sincerely

Helen Smith-Tudor  
Assistant Principal

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**February Parent Teacher Meetings – Grade 5V**  
**Thursday 26th February, 2015**

**Child’s name:** ________________________________

**Time preferences** (please number 1st and 2nd preference)

☐ 12.00 – 2.00pm

☐ 2.00 – 4.00pm

☐ 4.00 – 6.00pm