



Keyworth Primary School

Web: <http://www.keyworth.southwark.sch.uk>

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Executive Headteacher: Sarah Beard Head of School: Claire Eastwood

Wednesday, 03 February 2016

Dear Parents / carers

This letter is to inform you that on **Friday 26th February 2016** we will be having a tutorial day.

A tutorial day means that school will be **closed** for the day but we would like you to make an appointment with your child's teacher. This appointment will give you the opportunity to discuss in detail your child's progress, attainment and view your child's books.

Each appointment will last for 20 minutes. Like parents evening's you will be able to choose the time you would like your meeting to be. We would encourage you to bring your child along to the meeting with you. Appointment times will start from **8am – 6.40pm**.

Could you please tick the sheet attached just once with your **1st**, **2nd** and **3rd** choices of preference. If you have more than one child, please state names and classes below. This will enable us to allocate times as close as possible.

Appointment sheets will then be displayed outside the school office and on the school web-site.

Please return form to the school office as soon as possible.

Yours sincerely

Sarah Beard
Head teacher

1st Child's name for appointment..... Class

Please tick **ONCE** your 1st, 2nd and 3rd choice

8.00am		12.00pm		4.40pm	
8.20am		1.00pm		5.00pm	
8.40am		1.20pm		5.20pm	
9.00am		1.40pm		5.40pm	
9.20am		2.00pm		6.00pm	
9.40am		2.20pm		6.20pm	
10.00am		2.40pm		6.40pm	
10.20am		3.00pm			
10.40am		3.20pm			
11.00am		3.40pm			
11.20am		4.00pm			
11.40am		4.20pm			

2nd Child's name..... Class

3rd Child's name..... Class

4th Child's name Class