



Burnt Tree Primary School
 Hill Rd, Tividale, Oldbury, B69 2LN
 Tel 0121 557 2967 Fax 0121 522 4980



Head Teacher Mrs. J. Evans

Monday 9th October 2017

Dear Parents,

As you will be aware, we are holding an open afternoon during our decade week, on Tuesday 17th October from 1:45pm, where you will be able to come and look at your child's books with them. As part of your participation in this afternoon, there isn't a requirement for you to attend parent's evening on the following day; however, if you are unable to visit on this afternoon, then you are more than welcome to come along on the following evening from 3:45 – 6pm.

It is really important that you return the letter attached, identifying whether or not you are attending on the open afternoon, parent's evening or both as appointments will not be made for you without the attached slip being returned.

If you are attending the open afternoon, then please return the blue slip below. If you wish to attend parent's evening on Wednesday 18th October, and are not coming along to the open afternoon on the Tuesday, then please complete the black slip below, so that an appointment can be made for you. If you would like to attend both, then of course you are more than welcome too.

All slips must be returned by Thursday 12th October.

We looking forward to seeing you.

Yours Faithfully,

J Bayliss
 Mrs J Bayliss

Deputy Headteacher

I will attend the open afternoon on Tuesday 17th October from 1:45pm for my son(s)/daughter(s)

_____ in class _____

Signed _____ Date _____

Name _____

I am not visiting during the open evening, so would like to arrange an appointment on Wednesday 18th October to see my child(ren)'s teacher(s).

Child's name _____ Class _____

Child's name _____ Class _____

Child's name _____ Class _____

Child's name _____ Class _____

I would like my appointment to be between:

3:45 – 4:45 4:45 – 6:00