



**The Manor**  
PREPARATORY SCHOOL

**To Parents of Year 5**

21 May 2010

Dear Parents

The dates for Parents' Evenings for this term are as follows:

**5K and ½ 5RK (surnames Basil-Scott)                      Monday 28<sup>th</sup> June**  
**5S and ½ 5RK (surnames Shephard-Woods)              Tuesday 29<sup>th</sup> June**

Both evenings run from 5:00pm to 8:00pm.

You will be given four fixed appointment times with your daughter's Maths, English and Science teachers and with myself. Other subject teachers will be available to talk to you about your daughter's progress in their subject. Please could you indicate the teachers you would like to talk to by ticking on the list on the reply slip (please note that we will not be making specific appointment times for these teachers). A copy of the grid is included on the reverse of this letter for you to keep a record of who you have asked to see.

Please also indicate on the reply slip any time slots which are convenient to you and return it to the Form Teacher by **Wednesday 9th June**. As we will be arranging fixed appointments for you to see four different members of staff the appointments may span two of the time slots. We will do our best to accommodate all of the requests at everyone's most convenient times.

The exact time for the appointments will be confirmed with you in writing.

We look forward to seeing you.

Yours sincerely

Piers Heyworth  
Headmaster

**Additional subject teachers available during Year 5 Parents' Evening.**  
Tick alongside the ones you have asked to see and keep for your information.

Subject	Teacher(s)	✓
Art	Mrs Alison Keeling	
Design Technology	Mrs Jo Law	
French	Mme Monica Hyde	
French and Verbal Reasoning	Mme Anne Spikes	
Geography	Miss Rhiannon Jones	
History	Mrs Caroline Steinsberg	
Music	Mrs Susan Glaisher	
PE	A member of the PE Department	

**YEAR 5 PARENTS' EVENING**  
**Monday 28 June/Thursday 29 June**

**Please return to your daughter's FORM TEACHER by WEDNESDAY 9 JUNE**

Daughter's name: ..... Form: .....

Please tick any time slots that are convenient (*note: your appointments may span more than one time slot*)

5:00pm - 6:00pm       6:00pm - 7:00pm       7:00pm - 8:00pm

I would like to talk about my daughter's progress in the other subjects as indicated in the grid below (*please indicate with a tick in the right hand column*).

Subject	Teacher(s)	✓
Art	Mrs Alison Keeling	
Design Technology	Mrs Jo Law	
French	Mme Monica Hyde	
French and Verbal Reasoning	Mme Anne Spikes	
Geography	Miss Rhiannon Jones	
History	Mrs Caroline Steinsberg	
Music	Mrs Susan Glaisher	
PE	A member of the PE department	