1st November 2018

Dear parent/carer

I am writing to warmly invite you to attend the Cardinal Winning Secondary **S1-S3 Parents’ Evening** on **Wednesday 7th November** from **4:30pm to 6:30pm.**

This event offers a valuable opportunity for you to meet your child’s teachers and discuss his/her progress in a variety of subject areas. Light refreshments will also be provided.

We at Cardinal Winning Secondary are very much looking forward to the event and will be delighted to welcome you to the school on Wednesday 7th November.

In order to ensure the night is a worthwhile and positive experience for all could I ask that you complete the tear-off slip below regarding your attendance at the event and ask your son/daughter to return it to the staff at the school’s Reception desk tomorrow morning. **Failure to return this tear off will mean you may not have appointment slots with relevant teachers on the evening**.

If you have any concerns/questions regarding the event, please do not hesitate to contact me.

Yours faithfully,

P Johnstone

Head Teacher

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YOUNG PERSON’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARGROUP \_\_\_\_\_\_\_\_\_\_

I **will** attend Parents’ Evening on Wednesday 7th November

I **will not** attend Parents’ Evening on Wednesday 7th November

I will **arrive** at the following time: **4:30 4:45 5:00 5:15**

**5:30 5:45 6:00**

SIGNATURE OF PARENT/CARER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_