

Dear Parent,

The teachers would like to invite you to a Parents' Evening on/...../..... This will be an opportunity for you to see your child's work, read your child's yearly report, and discuss progress with the class teacher. In order to prevent too long a wait, the teachers would like to use an appointment system. Please tick the half-hour intervals in which you would like an appointment. The teachers will try and keep within that time selection. As the whole school will be open on the evening, please indicate, if you have other children whose teachers you would like to see. I will also be available to see parents on that evening.

Yours sincerely,

Headteacher

Please tick the sessions when you are available and return this half of the form to your child's teacher.

3.30 - 4.00	6.00 - 6.30
4.00 - 4.30	6.30 - 7.00
4.30 - 5.00	7.00 - 7.30
5.00 - 5.30	7.30 - 8.00
5.30 - 6.00	

Other children in school

Name..... Class

Name..... Class

Signed Child's Name

Dear

Your appointment to discuss your child's progress will be at on
_____/_____/_____

Signed Class Teacher

Parents evening

Dear Parent,

Walimu wangependa kukukaribisha kwenye Mkutano wa Wazazi utakaofanyika jioni ya tarehe/...../..... Hii itakuwa siku nzuri ya kuangalia kazi ya mtoto wako, kusoma ripoti ya mwaka, na kuzungumzia maendeleo yake na mwalimu wake.

Ili usisubiri kwa muda mrefu, walimu wangependa kutumia njia rahisi ya kukutana nao. Tafadhali weka alama ya pata kwenye wakati unaokufaa ili ukutane nao kwa nusu saa. Walimu watajitahidi kukuona kwenye wakati uliouchagua. Pia, kwa sababu walimu wote watakuwepo jioni hiyo, tafadhali sema kama ungependa kuzungumza na walimu wa watoto wako wengine.

Mimi nitakuwepo jioni hiyo ili nionge na wazazi.

Wako mwaminifu,

Mwalimu Mkuu

Tafadhali weka alama ya pata kwenye wakati unaokufaa halafu mpe kipande hichi cha fomu mwalimu wa mtoto wako.

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5.30 - 6.00	

Watoto wengine waliopo shuleni

Jina..... Darasa.....

Jina..... Darasa

Sahihi Jina la Mtoto.....

Bibi/Bwana

Mkutano wa kujadili maendeleo ya mtoto wako utakuwa saa tarehe

_____/_____/_____

hihi Mwalimu wa Darasa