

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

致各位家長：

本校教師希望邀請你們在____-____-_____ 參加家長晚會。你們當晚會有機會參觀子女的作業、閱讀子女的年度報告，並與班老師討論子女的進度。

爲了避免要等候過久，教師們希望採用一個預約制度。請在以下回條勾出適合你的每半小時預約時間。教師們會設法在預約的時段與你會面。

由於當晚全校都會開放，如你有其他子女在本校就讀，請說明你是否亦想與他們的教師會面。

我當晚亦可會見家長。

校長啓

請勾出適合你的時間，然後將這部份交回你子女的教師。

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	

在本校就讀的其他子女

姓名 班級

姓名 班級

簽名 學生姓名.....

致.....

你到本校會面以討論你子女的進度的時間是在 (on) ____ - ____ - _____
(at)

簽名班老師

Parents Evening