

**CAIRO ENGLISH SCHOOL**

Mirage City, New Cairo, Egypt; Tel: (202) 2448-3433; Fax: (202) 2409-1625; Website: [www.cesegypt.com](http://www.cesegypt.com/)

**Early Years Parent/Teacher Conferences**

 12th October 2014

Dear Parents,

I am writing to inform you that the Parent Teacher Settling-in Conferences will be held on:

**Tuesday 21st October 2014**

This will be an opportunity to talk to your child’s class teacher about how your child has settled in to the school environment and routines, and to set targets for the coming weeks.

**Please note that this conference takes place during school hours from 8:30 until 4:30 pm and is therefore a non-school day for Early Years students**.You will be responsible for the behaviour of your child should they attend the meeting.

**Kindly fill out the attached form and return it to your child’s class teacher** no later than Thursday 16th October in order to arrange your appointment at a time that is most convenient for you. Appointments will be made on a first come first served basis and are for **15 minutes** in duration. Please check for communication from your child’s class teacher regarding your arranged appointment time. Please aim to be prompt and phone reception if you cannot make the appointment for any reason.

During the parent-teacher settling-in conference day, you will also have the opportunity to meet with your child’s **specialist teachers**. A notice board in the entrance will indicate where those Specialists may be located. This is a great opportunity to find out more about how your child is getting on with their specialist classes. Please try to make a visit.

We look forward to seeing you all.

Yours sincerely,

Mrs. Val Awad Ms. Angelique O’Brien

Head of Early Years Deputy Head of Early Years

**CES Foundation Stage Parent-Teacher Settling-In Conferences**

**21st October 2014 - 8:30 am – 4:30 pm**

***Please indicate:***

|  |  |
| --- | --- |
| Name of child/ren in **Early Years only** | Class FS1/FS2/Y1 |
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|    |  |
|    |  |
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***Please tick the time slot you would prefer (appointments will be for 15 minutes):***

|  |  |
| --- | --- |
| **Tuesday 21st**  |  |
| 8:30-9:30 am |   |
| 9:30 – 10:30 am |   |
| 10:30- 12.00 am |   |
| 1.00-2.00pm |   |
| 2.00-3.00 pm |   |
| 3.00 – 4:30 pm |   |
| I cannot make it on Tuesday 21st, may I reschedule a later date that is convenient to you? |

*We will do our best to accommodate your needs as much as possible but cannot guarantee this.*