



École Gerald McShane School

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November 14th, 2019

Re: Appointment for Parent/Teacher Interviews

To the parents of _____,

Your appointment on _____ at _____.

I am looking forward to meeting you to discuss your child's evaluation and progress in Term I. Please keep in mind that as I have scheduled individual interviews for all the parents, you are asked to respect the time which has been assigned for your interview.

Sincerely,

Teacher

Reminders:

- ✓ Please know your child's class (e.g. 2A, 4A) and the name of his/her teachers (English, French, etc.) before arriving to school.
- ✓ The **Book Fair** is taking place in the Library. Profits will be used to buy books for the classrooms and the library.
- ✓ All **Lost and Found** articles of clothing may be claimed in front of the office. After the interviews, all remaining articles will be sent to a charitable organization.

We look forward to seeing you this November 19th or November 20th.

