

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

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HEAD OF SCHOOL:

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'For Learning That Lasts A Lifetime'

23rd February 2024

Dear Parents/Carers

Classes R to 6 Parent/Carer Consultation Evening

Monday, 11th March and Wednesday, 13th March 2024

I should like to invite you to a meeting with your child's class teacher on either Monday, 11th March or Wednesday, 13th March 2023 between 3.30pm and 6.00pm to discuss the progress your child is making. It is intended that interviews will last approximately ten minutes.

We use Parents Evening Manager on ParentMail so you can book your own parents' evening appointment from your smartphone, tablet or computer. You will receive an alert on Monday, 26th February informing you that the booking system has gone live and is ready for you to book your appointment. You will then be able to select the date and time which is most convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/ or ask at the school office.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you are not already registered please contact the school office.

If more than one appointment is required for a pupil, please contact the school office who will be able to help book an additional appointment for you.

If you have any issues or queries with the process please contact the school office as soon as possible.

Yours sincerely

Mrs R Hindle

Head of School

