

HEADTEACHER:
Mr Craig Ward



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'For Learning That Lasts A Lifetime'

22nd October 2024

Dear Parents/Carers

Parent/Carer Consultation Evening
Monday, 11th November and Wednesday, 13th November 2024

I would like to invite you to a meeting with your child's class teacher on either Monday, 11th November or Wednesday, 13th November 2024 between 3.30pm and 6.00pm to discuss the progress your child is making. It is intended that meetings 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 Thursday, 24th October 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 the deadline to book an appointment to see your child's class teacher is Tuesday, 5th November 2024.

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

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Craig Ward', is written over a light blue circular background.

Mr C Ward
Headteacher

