

9th October, 2023

Dear Parents and Carers

We would like to invite you to parent consultations taking place on:-

➤ **Wednesday 1st November, 2023**

We will be offering 10 minute slots and in order to facilitate this, we will be closing school at 1.15pm and will be offering appointments from 1.30pm through to 6.30pm.

We will be using the online Parents' Evening System to book appointments. The booking system will be open from Monday 9th October at 10.00am so please do book your appointment as soon as possible. Attached to this letter are the instructions on how to book your appointment to see your children's teachers. All bookings will close on Monday 30th October at 4.00pm.

We are keen that all parents attend and have the opportunity to discuss their child's attainment and progress and we look forward to seeing you all at the consultations.

All children need to be collected from school promptly at 1.15pm on Wednesday 1st November. If this causes significant difficulties for your family please speak with a member of staff as soon as possible.

Yours sincerely

Mr T Platten
Headteacher