



18<sup>th</sup> October 2024

Dear Parents/Guardians

There will be a Parents' Evening for all children from Y1 to Y6 on Wednesday 6<sup>th</sup> November 2024 from 3.15pm until 6pm.

You are very welcome to come and view your child's work and discuss his/her progress with the class teacher. To save you the inconvenience of a lengthy wait to see the class teacher we will work on an appointment system. Therefore I would ask you to return the slip by the morning of **Tuesday 22<sup>nd</sup> October to** the school office indicating if you will be attending the Parents' Evening. If you have a particular preference of time please state and we will then try to allocate a suitable appointment, this will operate on a first come basis. If no time is stated we will allocate a time that is available. You will be advised of your appointment times via a slip which will be sent home via your child. (Please note that after 4.00 pm there will be no provision for childcare in school so we ask that, where possible, children be left at home. Staff are unable to supervise pre-school children and other children who do not attend our school )

**Appointments will only be made if a returned slip is sent back to school.**

Mrs Kirkham & Mrs Munro will be available in the office if you wish to update your emergency contact details. **It is vital that school is able to contact you in the event of an emergency or so that absences can be authorised.** As we have a text/email service to parents in operation we need to have your correct number to send you a text or your correct email address to send an email via Arbor, please complete slip below and return to school. If you change your mobile phone number or email address please ensure that you inform school immediately. If your child is absent you must notify school on the first day of absence.

Mrs M Messham  
(Headteacher)

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I have received the information concerning the Parents' Evening on Wednesday 28<sup>th</sup> February 2024.  
Please read the two items below and delete which does not apply: -

- I will / will not be attending the Parents' Evening and require an appointment
- I do / do not receive text messages. (If you do not receive text messages from school please enter your mobile number) \_\_\_\_\_

1<sup>st</sup> Child's name ..... Class ..... Time .....

2<sup>nd</sup> Child's name ..... Class..... Time .....

3<sup>rd</sup> Child's name ..... Class..... Time.....

Signed : ..... Date .....