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Headteacher: Mrs Deborah Johnson, BEd, MSc

26th September 2017

Dear Parent/Carer

All teachers will be holding parent / teacher discussions on:-

Monday 16th October 2017 between 3.45pm – 7.00pm
Thursday 19th October 2017 between 3.45pm – 7.00pm

This is an important opportunity for you to meet with your child's teacher, to find out how your child is settling in, to pass on any information you feel they should know which is applicable to your child's education and to find out about your child's performance to date. It is preferable that the child does not attend, although they are quite welcome to wait outside the classroom during your appointment.

Appointments can be booked using the online Parents Evening Booking module, through the Tucasi Online Payment and Communication system that is already widely used by most parents. You will need to have registered onto the Tucasi system to be able to book your parents evening appointment this way. Full instructions on how to use the booking system can be found on our school website under the 'Letters to Parents' link, if you have any queries or problems logging on please contact the school office.

The booking system goes live from 7.00am on Monday 2nd October 2017 until 5.00pm on Wednesday 11th October 2017 for you to book your appointments. Any alterations after the closing date can be made via the school office. We strongly suggest that if you are booking appointments for multiple children, that you leave a gap of at least ten minutes between them.

We look forward to meeting with you to discuss your child's progress.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Deborah Johnson', with a flourish at the end.

Deborah Johnson
Headteacher