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Headteacher: Mrs Deborah Johnson, BEd, MSc

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14<sup>th</sup> December 2017

Dear Parent/Carer

The Year 6 teachers will be holding Parents' Evenings as detailed below as a mid year review of your child's progress in the lead up to Key Stage 2 SATS. As well as reviewing your child's progress they will also be sharing targets and discussing ways to support your child in this very important year.

Year 6 teachers **only** will be holding parent / teacher discussions on:-

Monday 15<sup>th</sup> January 2018 between 3.45pm – 7.00pm  
Thursday 18<sup>th</sup> January 2017 between 3.45pm – 7.00pm

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 18<sup>th</sup> December 2017 until 5.00pm on Friday 5<sup>th</sup> January 2018 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