



Park Grove Primary School  
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[www.parkgroveprimary.co.uk](http://www.parkgroveprimary.co.uk)

Assistant Headteachers  
 Mrs V Hearson  
 Mrs N Martin  
 Mrs H Steel

Headteacher  
 Miss J Sawyer

Charity Registration no. 1127874

*Empowering Children through Creative Learning*

2<sup>nd</sup> February 2017

Dear Parents/Carers

You are invited into school to discuss your child's work with their teacher on Wednesday 15<sup>th</sup> February between 3.50pm – 6.20pm and on Thursday 16<sup>th</sup> February between 5.00pm – 7.00pm.

Meetings will be no longer than 10 minutes long. If you would like to indicate below which time block would be most convenient for you, the class teachers will arrange a suitable timetable. If you have more than one child in school then we will ensure that you do not have to be in two places at once.

It is important that meetings begin promptly at the time given and that they last for no more than 10 minutes. This is so that other parents are not having to wait for their slot. If you need longer to discuss your child's progress, you can, of course, book a separate meeting with your child's Class teacher at any time throughout the year.

Many thanks for your support.

Kind regards.

Miss Jo Sawyer  
 Headteacher  
[head.parkgroveprimary@york.gov.uk](mailto:head.parkgroveprimary@york.gov.uk)

I would like to have an appointment between the times indicated.

**Wednesday 15<sup>th</sup> February**

**Thursday 16<sup>th</sup> February**

- 3.50pm – 4.30pm ...
- 4.30pm – 5.00pm ...
- 5.00pm – 5.30pm ...
- 5.30pm – 6.20pm ...

- 5.00pm – 5.30pm ...
- 5.30pm – 6.00pm ...
- 6.00pm – 6.30pm ...
- 6.30pm – 7.00pm ...

Name of child.....Class.....

My other children are .....Class.....

.....Class.....

Signed (Parent/Carer).....