



12th October 2016

Dear Parents/Carers,

You are invited into school to discuss your child's work with their teacher on Wednesday 25th October between 5.00pm – 7.00pm and Thursday 26th October between 3.45pm – 6.15pm.

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.

Ms Martindale from the Pupil Support Team will also be available at both sessions if you have anything you would like to discuss with her.

Many thanks for your support.

Kind regards.

Miss Jo Sawyer

Headteacher

j.sawyer@parkgroveprimary.co.uk

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

Wednesday 25th October

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

Thursday 26th October

3.45pm – 4.30pm ...
4.30pm – 5.00pm ...
5.00pm – 5.30pm ...
5.30pm – 6.15pm ...

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

My other children areClass.....

.....Class.....

Signed (Parent/Carer).....



EBOR ACADEMY TRUST

www.parkgrove.ebor.academy | Email admin@pg.ebor.academy | Tel: 01904 554390

Park Grove, York YO31 8LG | Headteacher: Jo Sawyer | CEO: Richard Ludlow

Follow us on Twitter @ParkGroveSchool

Part of the Ebor Academy Trust. Registered office: Robert Wilkinson Primary Academy, West End, Strensall, York YO32 5UH. Registered in England No. 08806335.