

10<sup>th</sup> October 2018

Dear Parents/Carers,



**Park Grove**  
PRIMARY ACADEMY

You are invited into school to discuss your child's work with their teacher on Tuesday 23<sup>rd</sup> October between 3.45pm – 7.00pm and Thursday 25<sup>th</sup> October between 3.45pm – 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.

If you would prefer to speak with your child's class teacher on the telephone rather than coming into parent's evening please indicate on the slip below.

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

Many thanks for your support.

Kind regards.

Mrs Helen Steel  
Acting Headteacher  
h.steel@parkgroveprimary.co.uk

I would like to have an appointment at any of the times indicated.

**Tuesday 23<sup>rd</sup> October 2018**

**Thursday 25<sup>th</sup> October 2018**

3.45pm – 4.30pm ...  
4.30pm – 5.15pm ...  
5.15pm – 6.00pm ...  
6.00pm – 7.00pm ...

3.45pm – 4.30pm ...  
4.30pm – 5.15pm ...  
5.15pm – 6.00pm ...  
6.00pm – 7.00pm ...

☐ I would prefer a phone call from my child/children's class teacher/s.

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

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

.....Class.....

Signed (Parent/Carer).....



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

Park Grove, York YO31 8LG | Acting Head: Helen Steel | Executive Headteacher and Hub Lead: Gail Brown

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