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Headteacher: Lise Houldsworth

9<sup>th</sup> March 2017

Dear Parents/Carers,

## PARENT/TEACHER CONSULTATIONS

Thursday 23<sup>rd</sup> March and Tuesday 28<sup>th</sup> March 2017

I am pleased to give details of Parent/Teacher Consultations which offer the opportunity to meet with staff during formal appointments to discuss your child's progress so far this year. We look forward to seeing you.

We can offer you an appointment on Thursday 23<sup>rd</sup> March between 4.00 p.m. and 7.00 p.m. or on Tuesday 28<sup>th</sup> March between 3.30 p.m. and 5.00 p.m.

Appointments can now be booked on ParentMail online which allows you to choose the time that you require. A user guide for this booking process is attached to this letter for reference. ParentMail allows you to book one appointment per child, if two appointments are required for separated parents please contact us directly to arrange this.

The online appointment booking will close 24 hours prior to each consultation date.

If for any reason you are unable to use the ParentMail booking process then please complete the form below with an indication of the time required. We will then inform you of the booked time.

Friends of Excalibur will be setting up an honesty box, tea and coffee station in the hall for your convenience.

**Please note there will be no after school clubs on the Thursday or Tuesday unless you are informed otherwise.**

Yours sincerely,  
Lise Houldsworth  
Headteacher

Could I/we please have an appointment on Thursday  
23<sup>rd</sup> March

Could I/we please have an appointment on Tuesday  
28<sup>th</sup> March

Please tick whichever box is applicable and indicate a time preference.

Signed.....

Child's name.....

Class.....



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