



EXCALIBUR PRIMARY SCHOOL
Ivy Lane, Alsager, Stoke on Trent, ST7 2RQ
Head Teacher: Lise Houldsworth
Tel: 01270 845781
E-mail: admin@excalibur.cheshire.sch.uk



25th February 2019

Dear Parents/Carers,

PARENT/TEACHER CONSULTATIONS
Thursday 28th March and Tuesday 2nd April 2019

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 28th March between 4.00 p.m. and 7.00 p.m. or on Tuesday 2nd April between 3.30 p.m. and 5.30 p.m.

Appointments can be booked on ParentMail online which allows you to choose the time that you require. **Bookings will go live on ParentMail on Friday 8th March at 4.00pm.** 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, please contact the office to arrange this directly.

Yours sincerely,

Juliet Tomkinson
Deputy Headteacher

