



EXCALIBUR PRIMARY SCHOOL
Ivy Lane, Alsager, Stoke on Trent, ST7 2RQ
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28th September 2018

Dear Parents/Carers,

PARENT/TEACHER CONSULTATIONS

Thursday 18th October 2018 and Tuesday 23rd October 2018

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 18th October between 4.00 p.m. and 7.00 p.m. or on Tuesday 23rd October 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 28th September 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 then please contact the office to arrange this directly.

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

Yours sincerely,

Lise Houldsworth
Headteacher

