



EXCALIBUR PRIMARY SCHOOL
Ivy Lane, Alsager, Stoke on Trent, ST7 2RQ
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19th September 2025

Dear Parents/Carers,

Parent/Teacher consultations

I am pleased to give details of Parent/Teacher consultations, which offer the opportunity to discuss your child's progress so far this year.

For these consultations, we will be offering face to face appointments with your child's class teacher. The appointments will take place at school on Wednesday 1st October 3.30pm-6.30pm (Y6 only), Wednesday 8th October 2025, 3.30pm-6.30pm (excluding Y6), and Thursday 16th October 2025, 3.30pm-6.00pm and will be 10 minute slots.

Appointments can be booked as usual on ParentMail which will allow you to choose a time convenient for yourself. Bookings will go live on ParentMail on Wednesday 24th September at 5.00pm. **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.

Yours sincerely,

Juliet Jones
Headteacher

