



Crigglestone St James CE Primary Academy

Headteacher: Mr G T Denton

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Registered Office: Crigglestone St James, St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY Registered in England No. 8097265 An Exempt Charity

28th September 2018

Dear Parents,

Parents Evening – Wednesday 10th October 2018

You are invited to a meeting with your child/children’s class teacher on Wednesday 10th October 2018. This will be an opportunity for class teachers to talk to you about how well your child has settled into the new school year.

Please complete the pro-forma below and every effort will be made to accommodate you within your indicated time slot.

Parents who have more than one child in school please indicate on the pro-forma which other member of staff will be involved. Only 1 pro-forma needs to be returned and the teachers will liaise in school to try to make suitable appointments.

Please note, only one meeting per child will be allocated, not one meeting per parent. This cannot be accommodated as outlined in previous correspondence.

We look forward to welcoming you into school.

Yours sincerely

Mr Denton
Headteacher

Parents Evening – Wednesday 10th October 2018

I / we would like to consult with my child’s class teacher on Wednesday 10th October 2018 at a time between:

*3.20pm – 5.30pm

*6.15pm – 7.30pm

*7.30pm – 8.45pm

***Please delete the times that are UNSUITABLE.**

PLEASE NOTE - THERE WILL NOT BE ANY MEETINGS BETWEEN 5.30PM AND 6.15PM UNDER ANY CIRCUMSTANCES.

If you have more than one child in school, please indicate which other teacher/s you will need to see.

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Signed..... Parent/Carer of