

1st November 2023

Lower School Pupil Progress Meeting Autumn 2023
Tuesday 28th November


Dear Parents & Carers,

We will be holding the Lower school Autumn Term Pupil Progress meetings on **Tuesday, 28th November** from **8.45a.m** to **10.15a.m.** and **3.00p.m** to **5.30p.m.** The focus of the meeting will be your child's general progress from the start of this academic year.

Could you please return the slip attached, indicating your preferred time slots (2 choices if possible), by **Friday, 24th November**. Appointment times will then be allocated and returned home with your child prior to the day. *Please note that appointments are for 5 minutes only.* Should further time be required, please notify the relevant teacher or member of the academy leadership team. *Those parents who attend pupil support plan meetings do not need to make an appointment.*

We hope that all parents are able to attend in support of their child's learning and look forward to seeing you.

Yours sincerely,



Mr. A. Duncan
Head of Academy

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I / We* will **not** be attending Parents' Meeting & will arrange an alternative time with the Class Teacher ☐

I / We* will be attending Parents' Meeting and would like an appointment within the following time slot(s)* ☐

**Please tick relevant box & delete as appropriate*

Tuesday 28th November**

8.45 - 9.15a.m 9.15 - 9.45a.m 9.45 - 10.15a.m

3.00 - 3.30p.m 3.30 - 4.00p.m 4.00 - 4.30p.m 4.30 - 5.00p.m 5.00 - 5.30

***Please circle preferred time(s)*

Name of Child: Class:

Signed: Parent/Carer Date:

Print Name: Contact Number: