



Friday 1 July 2022

Dear Parents and Carers

RE: Parents Evening

We would like to invite you to your child's parents evening.

This will take place on Tuesday 12 July and will run from 3:45pm until 6:30pm. This will be a face-to-face appointment in school. Your child's class teacher will confirm the time via a school comms message. This appointment will follow the Snapshot report that will be sent out on Monday 11 July 2022.

I have attached a form [HERE](#) so you can add your preferred time. The form will close at midnight on Thursday 7 July. Please ensure you have made an appointment before this date.

Our aim is to keep the conversations focused on achievement and progress as the appointment will be 5 minutes long. If there are any behavioural concerns, our policy is that we will have already raised these with you and so should not be required to be discussed during this time. If you have any specific questions relating to your child's progress, please add them to the form.

Kind regards,

Lucy Richardson
Operations Manager