



Grazebrook Primary School
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Executive Headteacher: Mrs Michelle Thomas
Headteacher: Ms Jess Hutchison

Friday 16th November 2018

Dear Parents/Carers,

Re: Parents Consultation Evening on Thursday 6th December 2018

It is with great pleasure that I am writing to you to inform you of the planned Parent/Teacher Consultation Evening for children in Nursery to Year 6 on **Thursday 6th December 2018**.

These meetings are intended to give teachers and parents/carers the opportunity to discuss the progress your child has made since the start of the academic year.

It is often difficult to organise more than one appointment when siblings are in different classes across the school. In order to tackle this, we will be asking you to use our online booking system to arrange your own appointments. I suggest you leave ten to fifteen minutes between appointments to allow for any late running.

On Monday 19th November you will receive a text message with instructions on how to book your appointment. Please let the school office know if you do not receive a message.

Once again, I would like to thank all of you for the support you have shown throughout the school year and if you need further clarification please speak directly to your child's classteacher.

Yours sincerely,

Jess Hutchison
Headteacher