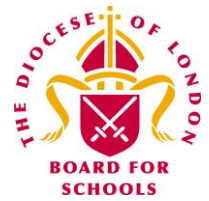




# St Mary & St Pancras C. E. Primary School

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Headteacher **Jules Belton**, Deputy Headteacher: **Lucy Heard**

Monday 28<sup>th</sup> November 2022

Dear Parent/Carer

### Autumn Term Parent / Teacher consultations Tuesday 6<sup>th</sup> & Wednesday 7<sup>th</sup> December

We are delighted to announce that it's time to find out how your child is progressing in school.

Each appointment is for 10 minutes. If you feel that you need more time, please make an appointment with the class teacher for another day and time that would suit you both. If you have a query in the meantime, please contact the school office to organise a call with your child's teacher.

Please arrive for your appointment 2-3 minutes only before it is due to start using the foyer entrance at the front of the school.

In order to secure an appointment, please kindly fill in the slip below and return to school by Wednesday 30<sup>th</sup> November so that times can be allocated and returned to you. We will do our best to accommodate your preferred day and timeslot but please be aware that there is always lots of demand for the earlier appointments. The STMP staff look forward to welcoming you.

Yours sincerely,

Lucy Heard  
Deputy Headteacher

#### PARENT/ TEACHER CONSULTATION

Please circle your preferred day	Tues 6 <sup>th</sup> Dec	Weds 7 <sup>th</sup> Dec
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Please circle you preferred time	3.35 – 5pm	5 – 6pm
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The class teacher will return this part of the form with your appointment time.

To the Parent/ Carer of .....

An appointment has been made for you on .....at .....

