

Our Ref. MMc / DMB

25th September 2026

Dear Parents and Carers,

Parents Evening - Wednesday 14th October 2026

I am writing to invite you to Parents Evening, which will be held on **Wednesday 14th October** from **3.15 p.m. – 7.00 p.m.** The evening will give you the opportunity to meet with your child's class tutor and staff who teach your child English and Maths through a 10 minute appointments system.

In order to help the evening run as smoothly as possible, can I ask you to select an appointment time and indicate which staff you would like to meet on the form below and return it to school.

We will endeavour to meet your request or, fix a time as close as possible to your preference. Please return the form by **Friday 2nd October**, so that that appointment times can be arranged. Your appointment time will be confirmed in writing as soon as possible.

I look forward to hearing from you.

Yours faithfully,

Mr M. McCann
Head teacher



Headteacher: Mr M. McCann