

Dear Families,

On **Wednesday 17th and Thursday 18th October (3:20PM – 6:00PM)**, we will be holding Parent's Consultation evenings for Year 3 to Year 6.

Appointments will be timetabled to last 10 minutes and will focus on attainment and progress to date, end of year targets and will give you the opportunity to discuss how best to support your child at home.

As appointments are dealt with on a first come, first served basis, please complete and return the slip below indicating your preferred day and approximate time to your child's class teacher ASAP. Please only return one slip per family and indicate if this is the case on the reply slip; we will endeavour to group family appointments close together.

To ensure you get the most out of your appointment(s), if there are any particular points you would like to discuss during the consultation, please make a brief note of these on the reverse of the reply slip.

The completed slip will then be returned to you stating the exact time of your appointment(s).

Yours sincerely,



M Vickers

Principal

I / We would like to make an appointment for _____

in class _____

Day	Time (please circle preferred slot)	
Wednesday 17 th October	3.20 – 4.40	4.40 – 6:00
Thursday 18 th October	3.20 – 4.40	4.40 – 6:00

We also require appointments for: _____

in class _____

& _____ in class _____

Signed _____

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)

Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

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