



St. Stephen's C.E. Primary School

Colville Drive, Bury, Lancashire. BL8 2DX

Tel: 0161 764 1132

Website: [www.ststephensceprimary.co.uk](http://www.ststephensceprimary.co.uk)

Head Teacher: Mrs J S Parsons

Deputy Head Teacher: Mrs S J Denney



06.11.23

Dear Parents / Carers,

**Re: Parent and Teacher Consultation Meetings (Face to Face)**

**Wednesday 15<sup>th</sup> November 2023**

We will be holding our parent and teacher consultation evenings on **Wednesday 15<sup>th</sup> November**.

These meetings will be a maximum of five minutes per child and teachers will keep a strict appointment system. If you have already had a SEND meeting this term, you are not required to make an additional appointment. Equally, if you have a concern which will need longer than five minutes, please contact your child's class teacher to make alternative arrangements.

Please tick on the slip below to indicate which appointment time frame would be most convenient for your meeting and return to your child's class teacher as soon as possible. Each form will be numbered as it is received and times will be allocated on a first come, first served basis. As always, we will do our best to accommodate your preferred time and also take into consideration siblings in other classes.

Thank you, as always, for your continued support.

Yours sincerely,

Mrs S J Denney  
Acting Head Teacher

Preferred meeting time (please tick)	
<b>Wednesday 15<sup>th</sup> November</b>	
3:30-4:30pm	<input type="checkbox"/>
4:30-5:30pm	<input type="checkbox"/>
5:30-6:30pm	<input type="checkbox"/>

Please return to your class teacher as soon as possible. Appointments will be allocated on a first come, first served basis.

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Please also consider my child/ren \_\_\_\_\_ in class \_\_\_\_\_

\_\_\_\_\_ in class \_\_\_\_\_



Your allocated time will be returned to you via your child by 15<sup>th</sup> November.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



Learning, loving and growing; together as God's children

