



**St Stephen's**  
CE Primary School

**Head Teacher:** Mrs S J Denney

**Assistant Head Teacher:** Mrs N Garside

26 February 2026

Dear Parents / Carers,

**Re: Parent and Teacher Consultation Meetings**  
**Wednesday 18th March 2026**

We will soon be holding our parent and teacher consultation evening.

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.

These meetings will be a maximum of five minutes per child and teachers will keep a strict appointment system. If you have a concern which will need longer than five minutes, please contact your child's class teacher to make alternative arrangements.

Thank you, as always, for your continued support.

Yours sincerely,

Mrs S J Denney  
Head Teacher

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**Parent and Teacher Consultation Meetings -**  
**Wednesday 18th March 2026**

Preferred meeting time (please tick)	
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: \_\_\_\_\_  
\_\_\_\_\_ in class: \_\_\_\_\_

Your allocated time will be returned to you via your child by Monday, 16th March.

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