



HOLY TRINITY STACKSTEADS C.E. PRIMARY SCHOOL,
Booth Road, Stacksteads, Bacup OL13 0QW
Tel: 01706 877025 Fax: 01706 870482

Headteacher: Mr J. Aspin B.Sc.



Dear Parent,

Thursday 21st November 2019

Parents' Evening - Monday 2nd December 2019

Your child's teacher will be available to discuss your child's work, behaviour and progress at the following times on Monday 2nd December 2019.

- **SESSION 1** - 3.20 p.m. to 5.00 p.m. or **SESSION 2** - 5.30 p.m. - 9.00 p.m.

If you would like to make an appointment to see your child's teacher, please return the attached form by Tuesday 26th November 2019. If you have more than one child, include all your children **qwon** the form and return it with your **oldest child**. Confirmed appointment times will be sent home on Wednesday 27th November 2019.

Delaying the return of the attached form may result in your child's teacher being unable to offer you your preferred appointment time. ***If you make an appointment and then find that you will be unable to attend please let your child's teacher know as soon as possible.***

Yours sincerely,
 J. ASPIN
 Head Teacher

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Parents' Evening Appointment - Please return by Tuesday 26th November 2019
TO BE RETURNED TO YOUR OLDEST CHILD'S TEACHER

Please tick whether you prefer an earlier or a later appointment. Please note that it may not always be possible to accommodate your session request.		
Monday 2 nd December	Session 1 3.30 p.m. 5.30 p.m. []	Session 2 5.40 p.m. to 9.00 p.m. []

completed by parent	completed by parent	completed by teacher
NAME OF CHILD	CHILD'S TEACHER	APPOINTMENT TIME

A strict time limit of 10 minutes per meeting will be in operation. **Please do not expect any additional time as all teachers have a full appointment book for the evening and other parents will be waiting for their appointment.** If you need to discuss things further please arrange to meet your child's teacher at a later date.