



St Mary and All Saints Church of England Primary School
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An Oxford Diocesan
School

Headteacher
Mrs J Barnett BA (QTS)

4th October 2022

Dear Parent,

Parent/Teacher Discussions Years Rec, 1, 2 and 3

Parent/Teacher discussions will take place this term on:

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|---|--------------------|
| * Tuesday 18th October 2022 | 3.30-6.30pm |
| * Thursday 20th October 202 | 5.00-8.00pm |

All discussions will be private, so parents are asked to wait outside the classroom where their children's books and topic folders will be available for viewing.

In our planning we have allowed 10 minutes for each discussion. Teachers will try to keep to the timetable that will be displayed outside the classroom. If you feel you need a longer session to allow for a fuller discussion, please make another appointment. This will avoid any frustration felt by parents who end up waiting long after their scheduled appointment time to be seen.

Please use Parentmail to book your parent evening appointment. This can be found under Parent Evening on the left hand side of the drop down menu. Bookings will open on Monday 10th October at 6pm. If you have any difficulties making the booking, please contact the school office.

N.B If you have more than one child at the school please ensure you leave a 10-minute gap between appointments allowing travel time to the next classroom
i.e. If you book 6pm for one child please book your second appointment at 6.20pm or later.

Yours sincerely,

Mrs J Barnett
Headteacher

