



30th January 2019

Dear Parents, Guardians, and Carers

As you should have heard bookings for Parents' Evening will open online on Monday 4th February at 8pm. Please contact the school office as soon as possible if you cannot log on to TUCASI via the school website to make your booking. The appointments will be on **Wednesday 13th February 3.40 – 6.00 p.m. and Thursday 14th February from 5.00 – 8.00 p.m.**

Each appointment with your child's teacher is scheduled to last **five minutes and the children are encouraged to join their parents this time**. If you have any queries which you feel cannot be answered within this allocated time, please make an alternative appointment before or after school.

Please note that due to time constraints, teachers can allocate only one appointment per child. If parents are unable to come together for any reason, an appointment may be made for the second parent on another occasion, at a mutually convenient time.

4W (formerly 4H) families should book an appointment with Mrs Wallace (Miss Wylie will be there with her), and 6MG families should book an appointment with Miss Greenwood (Mrs Mance will be there with her) just so that we make sure that nothing gets double booked!

For appointments in the Infants please make your way to the Infant hall. For appointments in the Juniors please wait outside the classroom.

Yours sincerely

Mrs S Lewis

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