



# ST. BERNADETTE'S

## CATHOLIC PRIMARY VOLUNTARY ACADEMY

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A MEMBER OF OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

3<sup>rd</sup> October 2023

Dear Parents/Carers,

Parents' Evening for all children will take place at the academy on Monday 16<sup>th</sup> October commencing at 3:30 p.m. We would like you to make an appointment on that evening to see the class teacher.

Please fill out the reply slip on the reverse of this letter and return it to the class teacher. If you have more than one child attending the academy we still need you to complete and return a separate slip for each child. Please complete the names of all of your children and their class/classes on each reply slip. This is to ensure that the teachers can liaise and book separate time slots for each of your children and therefore avoid any double bookings.

We would like to remind all parents that each appointment is 5 minutes long and would ask parents to be mindful of this so that all appointments run to time. We also ask that children **do not** attend the academy on this evening. Please note that parents are requested to attend on this date, and that appointments will only be made for other dates in exceptional circumstances. Thank you for your support and we look forward to seeing you on the 16<sup>th</sup> October.

Please return your reply slips to class teachers by Friday 6<sup>th</sup> October 2023.

Yours sincerely,

Mr. M. Strong  
Headteacher

Striving for excellence in all that we do, reflecting the Light of Christ to the world

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Parents' Evening – Monday 16<sup>th</sup> October 2023

Child's Name ..... Class .....  
Sibling's Name ..... Class.....  
Sibling's Name..... Class.....  
Sibling's Name ..... Class.....  
Sibling's Name..... Class.....

Contact Name ..... Telephone Number .....

*Parents will be given five minute slots as close to their preferred time as possible. Please tick one time slot only in the table below and we will attempt to allocate all of your appointments within that time period.*

<i>Times</i>	<i>Choice</i>
<i>3.30 – 4.30</i>	
<i>4.30 – 5.30</i>	
<i>5.30 – 7.00</i>	

If applicable please let us know any additional information you feel necessary to help us book your appointment/s.

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