

# Water Primary School

## Happiness, Health & Opportunity

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**Headteacher: Miss E. McKay**

2<sup>nd</sup> October 2023



Dear Parents/Guardians,

### **Parents' Evening Monday 16<sup>th</sup> & Tuesday 17<sup>th</sup> October 2023**

We will be holding our Parent Consultations on the above days.

Please complete the Appointment Request Form overleaf, indicating your preferred time slot, and return to your child's teacher.

Please put all your children on one form so that we can try to group your appointments to avoid too much waiting.

Please remember – the more options you give us, the easier it is for us to accommodate everyone. **We cannot guarantee the time slots you request.** These will be allocated on a first come first served basis.

You will be notified of your actual appointment time soon after returning your form.

This is a short appointment of 10 minutes to give a general indication of your child's progress. If you need a more detailed discussion please make a separate appointment. If we have any concerns we need to share with you that may need discussion in some depth, we will let you know.

There will be designated waiting areas to allow some privacy in consultations.

**Your child may be present during the conference with teachers. This is an important time to discuss school, progress and the next steps in your child's learning.**

Kind regards,  
Miss E McKay  
Headteacher

