



Ark Little Ridge Primary Academy

January 2018

Dear Parents and Carers

Parent/Teacher Meetings

Years 3/4/5/6: Monday 5th and Wednesday 7th February 3.30 – 6.30

Years R/1/2 : Tuesday 6th and Thursday 8th February 3.30 – 6.30

As part of our information and reporting plan, we would like to invite all parents and carers to a one-to-one meeting with their child's class teacher to enable a dialogue about progress and achievement.

The purpose of this second meeting is for you to meet with your child's teacher and discuss their progress in class.

For these meetings, parents and carers are invited to make their own appointments via our Parents Evening online booking system. From 10th January, the 'Parents Evening System' will be live and available to book a 10 minute appointment for each of your children.

You can access the online booking system [here](#). You will also find **attached with this letter, an instruction guide.** Should any parents be unable to access this online booking system, please let the school office know.

Appointments will be for 10 minutes and will be kept tightly to time to ensure all children's parents/carers are seen.

Yours sincerely,

Mark Rankin
Head of School

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