

St Bede's Catholic Academy  
Green Lane  
Stockton on Tees  
TS19 0DW

9<sup>th</sup> October 2019

Dear Parents

I am pleased to invite you to discuss your child's progress on **Wednesday 16<sup>th</sup> October and Thursday 17<sup>th</sup> October.**

We hope you will all take this opportunity to be involved in your child's learning. I have enclose a reply slip, which I would be grateful if you could return as soon as possible. We shall attempt to match your request as closely as possible.

Please be aware that no child care facilities will be available during this evening. If you do have to bring children along they will be your responsibility and they will be expected to behave appropriately. Last year we had incidences of unsupervised children running up and down corridors.

This is an important meeting that will indicate the progress your child has made, at this, point in the year. **The expectation is that you do attend these events.** If, for any reason you are unable to attend on the dates below, your child's teacher will be happy to rearrange an appointment on an alternative day. We look forward to welcoming you into school in the coming weeks.

Yours sincerely,

**B Rizzi-Allan**  
**Headteacher**

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Child's Name: .....

Year: .....

I would like an appointment on Wednesday 16<sup>th</sup> October  Please pick your preference  
Thursday 17<sup>th</sup> October

3:30 – 4:00pm       4:00 – 4:30pm       4:30 – 5.00pm

5:00 – 5:30pm       5:30 – 6:00pm

Signed: .....