

ALEC REED ACADEMY

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CEO and Principal: Gary Lobbett



Monday 5th February 2018.

Dear Parents/Carers

The Primary Phase staff are very much looking forward to meeting with you to discuss your child's progress at the parent consultation evenings on Monday 5th March, 4.00-6.30pm and Thursday 8th March, 5.00-7.30pm.

Arrangements for making appointments are outlined below:

Parents of pupils in Reception, Year 1 and Year 2

On Wednesday 21st February and Thursday 22nd February, appointment sheets will be displayed outside the classroom for you to sign up.

Parents of pupils in Years 3, 4, 5 and 6

On Wednesday 21st February and Thursday 22nd February from 8.00am until 8.40am and 3.30pm until 4.00pm, appointment sheets will be available in the Pod area outside the Primary hall. Please enter the building via the pod doors and write your child's name beside a convenient slot of your choice.

Although we hope most parents will be able to attend one of these evenings, we do understand that it is not always possible. In such circumstances please arrange an alternative appointment with the class teacher.

Arrangements for both evenings are outlined below:

- Class teachers will meet parents in one of the classrooms used by their year group.
- Children's work will be available for parents to look at in another year group room. Trays will be clearly labelled with your child's name.
- Parents will be collected by their child's class teacher for their consultation. Your child's report which includes progress so far this year and next steps for improvement will be discussed.

We look forward to welcoming you to one of the evenings. Please do not hesitate to contact the Primary office if you have any queries.

Yours sincerely,

Mrs J. Tayub
Head of Primary Phase

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014

