



**HOLY TRINITY STACKSTEADS C.E. PRIMARY SCHOOL,**  
**Booth Road, Stacksteads, Bacup OL13 0QW**  
**Tel: 01706 877025 Fax: 01706 870482**

**Headteacher: Mr J. Aspin B.Sc.**



Dear Parent,

Friday 9<sup>th</sup> March 2018

**Parents' Evening - Monday 19<sup>th</sup> March 2018**

Your child's teacher will be available to discuss your child's work, behaviour and progress at the following times on Monday 19<sup>th</sup> March 2018.

- **SESSION 1** - 3.30 p.m. to 5.00 p.m. or **SESSION 2** - 5.30 p.m. - 7.00 p.m.

If you would like to make an appointment to see your child's teacher, please return the attached form by Tuesday 13<sup>th</sup> March. If you have more than one child, include them all on the form and return it with your **oldest child**. Confirmed appointment times will be sent home on Wednesday 14<sup>th</sup> March.

Delaying the return of the attached form may result in your child's teacher being unable to offer you your preferred appointment time. ***If you make an appointment and then find that you will be unable to attend please let your child's teacher know as soon as possible.***

Yours sincerely,  
 J. ASPIN  
 Head Teacher

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**Parents' Evening Appointment - Please return by Tuesday 13<sup>th</sup> March**

**TO BE RETURNED TO YOUR OLDEST CHILD'S TEACHER**

PLEASE TICK WHETHER YOU PREFER AN EARLIER OR A LATER APPOINTMENT. PLEASE NOTE THAT IT MAY NOT ALWAYS BE POSSIBLE TO ACCOMMODATE YOUR REQUEST.		
<b>Monday 19<sup>th</sup> March</b>	<b>SESSION 1</b> 3.30 p.m. to 5.00 p.m. [    ]	<b>SESSION 2</b> 5.30 p.m. to 7.00 p.m. [    ]

completed by parent	completed by parent	completed by teacher
NAME OF CHILD	CHILD'S TEACHER	APPOINTMENT TIME

