



Eastbrook Primary Academy

Headteacher: Mr Matthew Clark

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17th October 2023

Dear Parents and Carers

As we enter the second half of the Autumn term, I am delighted to inform you that we will be holding face-to-face parent consultations on Tuesday 7th and Wednesday 8th November for classes: **RKB, RLB, 1EN, 2JS, 2FM, 3CP, 5SG, 6HW and 6VW**. Please see separate letters for **1CN, 3GO, 4JB, 4RW and 5SJ**.

This will be a great opportunity to discuss the progress your child has made and work on any relevant next steps. As was tested out in the spring term last year, teachers will not produce short reports ahead of the meeting. However, following the discussion, if there is any key actions or notes that you wished to be sent across, please do not hesitate to let your child's class teacher know.

If your child is in EYFS or KS1 (Reception, Years 1 and 2), please use the sign-up sheet located outside of your child's classroom.

If your child is in KS2 (Years 3-6), please indicate below the times and dates you are available. You will be notified of your allocated time. **Please return your slip to the class teacher.**

Yours sincerely

Mr M Clark

Parent/Teacher Consultations (please complete a response for each child)

Name of child..... Class.....

Tuesday 7 th November	3.30-4.30pm	4.30-5.30pm	5.30-6.00pm
Wednesday 8 th November	3.30-4.30pm	4.30-5.30pm	5.30-6.00pm

Please circle all the times that you are available on either day and return this slip to the class teacher.

Signed..... Parent/Carer

Please tick and return to school by Monday 30th October



Manor Hall Road, Southwick, West Sussex BN42 4NF

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