



Eastbrook Primary Academy

Headteacher: Mr Matthew Clark

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22nd February 2024

Dear Parents and Carers

As we enter the second half of the Spring term, I am delighted to inform you that we will be holding face-to-face parent consultations on **Wednesday 6th March** and **Thursday 7th March** for pupils in class **360**. Mrs O'Leary will only attend the Wednesday session.

This will be a great opportunity to discuss the progress your child has made and work on any relevant next steps.

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.....

Wednesday 6th March	3.30-4.30pm	4.30-5.30pm	5.30-6.00pm
Thursday 7 th March	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 Thursday 29th February



Manor Hall Road, Southwick, West Sussex BN42 4NF

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