



Priory Junior School

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Headteacher: Tracy Keefe B.Ed (Hons) NPQH

8th October 2019

Dear Parents/Carers

Parents Evenings

Our Spring Term Parents Evenings will be on 16th and 17th October 2019 and will provide an opportunity for you to discuss your child and his/her learning with your child's teacher.

All the class teachers will be in the hall. Children's books will be available to view in drawer units – these will be located in the middle of the hall, with a waiting area for parents here. Teachers will meet with parents around the edge of the hall.

In order for everyone to keep to time, we will ring a bell to signal the end of each ten minute appointment. This is to avoid long periods of waiting for parents. If you do have a concern that needs to be discussed at greater length, you may be asked to make an appointment at a time suitable for you and the teacher. Myself and Mrs Durham, our Senco, will also be available on the evenings and you do not need to make an appointment to meet with either of us.

Appointment evenings for parents will be held on:

Wednesday 16th October 3.30 – 7.00pm

Thursday 17th October 3.30 – 7.30pm

Please note: NO AFTERSCHOOL CLUBS TAKE PLACE DURING THIS WEEK (The BASE will still operate during this week)

We are using an online appointment booking system. This will allow you to choose your own appointment times with your child's teacher. You will receive an automated email confirming your appointment. To book an appointment with your child's teacher please visit the website below. You will be able to book appointments from Tuesday 8th October.

<https://prioryjunior.parentseveningsystem.co.uk>

If you require assistance please contact the school office.

Yours sincerely

Tracy Keefe
Head Teacher

