



CONCORDIA
ACADEMY



Thursday 7 December 2017

Re: Parents' Evening

Dear Parent or Carer

All parents have now been allocated a time and been informed when they will be meeting with the teacher. We are looking forward to seeing you all on Parents' Evening.

On the day, please ensure that your child is collected from the school bus at the usual time (3.45pm) at the school bus stop. We will not be keeping any children at school beyond the usual school times on the day. If you have an appointment at school between 3pm and 4pm then you need to arrange for someone to collect your child from the school bus stop.

Parents who have their appointment earlier in the afternoon, between 1.30pm and 3.10pm, can collect their child directly from school if they so wish.

Do get in touch if you have any questions.

Yours sincerely

Raheel Akhtar

Headteacher

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