



CONCORDIA
ACADEMY

Union Road, Romford, RM7 0HG
School contact number: 01708 932710
School email: info@concordiaacademy.co.uk

Wednesday, 27 November 2019

Dear Parents/Carers,

Re: Parents' Evening on Thursday 12 December 2019

On Thursday 12 December, we will be holding our first Parents' Evening of the year. We would like to invite you to come and discuss your child's progress in detail with their teacher.

Parents' Evening will take place from 1.30pm until 6.20pm. Once you have completed the form below, you will be allocated a 10-minute slot to meet with your child's class teacher. Children will be dismissed at 3.15pm on the day as usual.

Please complete the reply slip and return to a member of staff by Monday 2 December. You will receive confirmation of your appointment on Tuesday 3 December. Appointments will be allocated on a first come first served basis.

We look forward to seeing you on Thursday 12 December.

Yours sincerely,

Mr R Akhtar
Headteacher



Child's name: _____

I am able/unable to attend Parents' Evening on Thursday 12 December.

My preferred appointment time is (please only tick one):

1.30pm – 3pm 3pm – 4pm 4pm – 5pm
5pm – 6.20pm

Parent/Carer name: _____

