



**CONCORDIA**  
ACADEMY

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

Wednesday, 11 October 2023

Dear Parents/Carers,

**Re: Parent Consultation Day on Tuesday 31 October 2023**

**Concordia Academy will be closed on Tuesday 31 October 2023 for Parent Consultation Day.** We will use the day to meet with parents and share details of your child's progress. For working parents, we will still offer some later appointments for those of you that require them.

We would like to invite you to come and discuss your child's progress in detail with their teacher. Appointments will take place from 9.30am on the day until 5.45pm and will be held in person, with meetings taking place in school. Parents of Reception children will need to go to the Reception classes on the day to meet the teacher, with Y1-Y6 parents meeting teachers in the large hall.

Please your appointment using the Arbor app via Guardian Consultations, appointments will go live and be available for booking by Thursday 12 October at 5pm. All appointments need to be booked by Monday 16 October by 5pm. After this, parents who have not selected a time slot will be allocated one by the teacher.

Entry for the day will be via the Union Road playground gate.

Please do let us know if you have any questions.

Yours sincerely,

Mr Akhtar  
Headteacher

