

# St. Margaret's C.E. Junior School

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7<sup>th</sup> February 2024

Dear Parents/Carers,

## Parent – Teacher Meetings in w/c 18<sup>th</sup> March 2024

We are planning parent teacher meetings soon. They are a good opportunity to meet up, share information and discuss your child's progress.

### Arrangements

-  Monday 18<sup>th</sup> March - appointments from 3.40 to 5pm
-  Thursday 21<sup>st</sup> March - appointments from 3.40 to 7pm
-  Teachers will meet parents in their classroom
-  Other staff will be on hand to guide parents on arrival

In order to make things run smoothly and to avoid delays/queues, teachers need to keep on track with each slot of **10 minutes**. **As the next parents will be waiting, please understand that they have to remain on time.**

If there is a particular issue you wish to discuss further, please let the teacher know.

**You will be able to book your slots on Arbor from Tuesday 20<sup>th</sup> February 2024 at 6.00pm.**

**Please note we are able to offer one slot per family.** If you have any difficulties making a meeting, please contact the class teacher direct:

[3EE@st-margarets.staffs.sch.uk](mailto:3EE@st-margarets.staffs.sch.uk)

[3JB@st-margarets.staffs.sch.uk](mailto:3JB@st-margarets.staffs.sch.uk)

[4JA@st-margarets.staffs.sch.uk](mailto:4JA@st-margarets.staffs.sch.uk)

[4KB@st-margarets.staffs.sch.uk](mailto:4KB@st-margarets.staffs.sch.uk)

[5MH@st-margarets.staffs.sch.uk](mailto:5MH@st-margarets.staffs.sch.uk)

[5DC@st-margarets.staffs.sch.uk](mailto:5DC@st-margarets.staffs.sch.uk)

[6NW@st-margarets.staffs.sch.uk](mailto:6NW@st-margarets.staffs.sch.uk)

[6RW@st-margarets.staffs.sch.uk](mailto:6RW@st-margarets.staffs.sch.uk)

The staff look forward to catching up with you soon.

Yours sincerely,

 D Hugill

Mr D Hugill  
Headteacher