



HEADTEACHER: Ms J Harland  
DEPUTY HEADTEACHER: Mrs A Facchin  
Stanycliffe Lane, Middleton,  
Manchester, M24 2PB  
Telephone number: 0161 6539536  
Fax number: 0161 6430473  
Email: office@boarshawprimary.co.uk  
Web: www.boarshawprimary.co.uk

16<sup>th</sup> January 2025

Dear Parents,

**Parent Meetings – Key Stage 2 Tuesday 11<sup>th</sup> February 2025**

We are organising face to face Parent Meetings which will be held in the school hall starting at 1pm, the last appointment will be at 5.50pm. You will have 10 minutes per child and if you go over this time then you will have to make another appointment for another day with your child's teacher.

Please return the attached slip as soon as possible with the hour time slot you would like and we will allocate your time slot within that hour. If everybody wants the same hour then this will not be possible so will have to allocate as close to time as possible.

Appointments will be allocated on a first come first served basis. If you do not return the slip by Tuesday 4<sup>th</sup> February you will receive an allocated time to attend. Once all slips have been returned the class teacher will send you a dojo message with your allocated time slot.

All parents are expected to attend. During the meeting you will meet with the class teacher and discuss progress so far and targets for the remainder of the year.

These meetings are important and give us a chance to discuss your child and talk about ways in which we can work together so that they continue to make progress.

Many thanks,

Jackie Harland  
**Head Teacher**

---

I would like an appointment to see my child's teacher.

Child's name \_\_\_\_\_ Class \_\_\_\_\_

My preferred time period for an appointment is (please tick)

1pm – 2pm

2.10pm – 3pm

3.10pm – 4pm

4.10pm – 5pm

5.10pm – 5.50pm

Signed \_\_\_\_\_ (Parent/Guardian)