



Northwood Broom Academy
ESPRIT Multi Academy Trust
 Keelings Road, Northwood, Stoke-on-Trent, ST1 6QA
 Telephone: 01782 234379 Email: northwoodbroom@espritmat.org
 Executive Principal & Safeguarding Officer: Mrs S Moran
 Principal & Designated Child Protection Officer: Mrs Y Glaister



10th September 2019

Dear Parents/Carers

PARENTS' CONSULTATION EVENING

We shall be holding a Parents' Consultation Evening on **Thursday 19th September from 3.30pm to 6.30pm.**

The purpose of the evening is to allow you to meet the staff who teach your child to discuss his/her progress and all parents are required to attend.

Please confine your conversation to **five minutes** in order to give everyone an opportunity to speak with the teacher. If a more lengthy conversation is indicated, the class teacher will arrange to meet with you at a later date.

Will you please return the reply slip to your child's teacher by **Friday 13th September 2019**. We will then send home an appointment time, which will cut down unnecessary waiting on your part.

Yours faithfully,

Mrs Y Glaister
 Academy Principal

PARENT'S CONSULTATION EVENING
Thursday 19th September 2019

Name of child: Class:.....

- If possible, I would like an appointment between:
- 3.30 pm – 4.00 pm
 - 4.00 pm – 4.30 pm
 - 4.30 pm – 5.00 pm
 - 5.00 pm – 5.30 pm
 - 5.30 pm – 6.00 pm
 - 6.00 pm – 6.30 pm

Please give details below of any other children you have in school.

Name: Class:

Name: Class:.....



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE