

# Bulphan Church of England Academy

Fen Lane, Bulphan, Essex. RM14 3RL

**Headteacher:** Miss S. Finch

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12<sup>th</sup> March 2020

Dear Parents/Carers,

## **PARENT TEACHER MEETINGS – Wednesday 25<sup>th</sup> March**

Parent Teacher meetings will take place on Wednesday 25<sup>th</sup> March. On this date you will have the opportunity to come in and discuss your child's progress and targets with their teacher. Every pupil is allocated 10 minutes. Meetings will take place in the School Hall.

Early Years and KS1 children do not need to attend the meeting, however it is beneficial if KS2 children attend and participate in the discussion about their own learning. If your appointment is before the end of school KS2 children will be taken out of class so that they can attend the meeting with you. All children can leave with you after your meeting if it is before the end of school.

The appointments for Early Years are between 3.30pm and 6.00pm and 1.30pm to 6.00pm for Lower, Middle and Upper School. Appointments will be allocated on a first come basis and we will try to accommodate your request but please realise that this may not always be possible. Please send an e-mail to [admin@bulphanprimary.thurrock.sch.uk](mailto:admin@bulphanprimary.thurrock.sch.uk) stating which time slot you would prefer or return the slip below. Your appointment time(s) will be sent home via an e-mail.

Yours sincerely,

Miss S. Finch  
Headteacher

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## **PARENT TEACHER MEETINGS**

Child(ren)'s name (s).....

Please tick the most convenient time period:-

|   | Classes                  | 1.30 –<br>2.00 | 2.10 –<br>2.40 | 2.50 –<br>3.20 | 3.30 -<br>4.00 | 4.10<br>-4.40 | 4.50<br>-5.20 | 5.30<br>-6.00 |
|---|--------------------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|
| Wednesday 25 <sup>th</sup> March<br>(3.30pm-6.00pm) | Early Years              |                |                |                |                |               |               |               |
| Wednesday 25 <sup>th</sup> March<br>(1.30pm-6.00pm) | Lower<br>Middle<br>Upper |                |                |                |                |               |               |               |

Signed..... Date .....

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***