



# ST. STEPHEN'S JUNIOR SCHOOL

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Dear Parent

9<sup>th</sup> January 2018

## Parents Evening

**Tuesday 16<sup>th</sup> January and Wednesday 17<sup>th</sup> January**

Parent's evening will be taking place next Tuesday 16<sup>th</sup> January and Wednesday 17<sup>th</sup> January.

For Years 3, 4 and 5 this will be a chance to talk to your child's class teacher, who will also have your child's maths and literacy progress.

In respect of Year 6, you will be able to see both your child's maths and literacy teachers. If you also wish to see your child's class teacher, please mention this at your appointment and a time will be made available for you.

We will be using our Parent Mail system to book appointments. You can book these from 5.00pm tomorrow afternoon (Wednesday 10<sup>th</sup> January).

You will need to access your Parent Mail account, find the Parent Evening slot and go through to book your appointment. If you have any queries/problems please do not hesitate to come and see me or give me a call. We find it provides you with more control over the timing of your appointments.

If you do not currently have a Parent Mail account, please call or come and see me and I can book the appointment for you.

Yours faithfully

**Nikki Rayner**  
School Secretary

