
Shotley Community Primary School

Shotley, Ipswich, IP9 1NR

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Headteacher: Mrs. Melanie Newman



4 February 2008

Dear Parents

The school will be holding Parent Consultations on Tuesday 26 February, between 3.30 and 5.30 pm, and Thursday 28 February, between 4.00 and 6.00 pm. You will have the opportunity to discuss your child's/children's progress with the Class Teacher, and should you find that a 10 minute interview is too short as a result of your meeting, please feel free to book another date.

Staff will attempt to honour your requests with regard to your stated preferences.

Due to the 'near miss' that occurred during the Christmas Performances, can I please ask that you do not use the school car park on either evening, but use either the lay-by outside school or the Village Hall car park.

Yours sincerely

Mrs M Newman
Headteacher

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Parent Evenings

Please indicate what would best suit you:

Tuesday 26 February or Thursday 28 February

Early or late

Do not mind

Child's Name:

Class Teacher:

Signed Parent/Guardian