

Parkend Primary School
Yorkley Road
Parkend
Gloucestershire
GL15 4HL



Mrs Kate Burke
Exec Head Teacher

Tel: 01594 562407

3rd March 2026

Dear Parents/Carers,

Our Parents' Evenings for Reception to Year 6 will be on **Tuesday 17th March** between 3.30pm and 5.30pm and **Wednesday 18th March** between 3.30pm and 5.30pm. This is a great opportunity to find out how your child is progressing and how you can support their learning during the year. You will also have the opportunity to look at your children's books. **Those parents with children on a My Plan have already recently met with teachers and will not need a further appointment during this term, however you are welcome to still attend and look at books independently with your child.**

Teachers will need to be strict about keeping to ten-minute appointments, as they will have a very full schedule. We will try and keep appointments for families of more than one child as close together as possible. As you can appreciate certain times (i.e. the beginning and end of sessions) are particularly popular and it can be very awkward trying to organise appointments so that parents are not waiting around. In order to help things to run smoothly we are asking parents to indicate their preferred time slots (not specific times).

To request an appointment please:

- i) Tick the day that you would prefer
- ii) Please also put a number 1 by your preferred time slot and a number 2 by your second choice. It is no good putting an exact time! (NB if they are not numbered we will assume that you are flexible).

Please fill in the return slip and return it to school by **Monday 9th March**. The staff will get together to agree appointments and send out a confirmation to you by **Friday 13th March**. Obviously, people who reply after the 9th March will have a restricted choice.

Kind regards,
Mrs Tracy Wood - Deputy Executive Head Teacher



PARENTS' EVENING

Child's name: _____ Class: _____
Child's name: _____ Class: _____
Child's name: _____ Class: _____

Preferred day (please tick):

Preferred time slot (please number 1 & 2)

Tues 17th March

3.30- 4.30pm

4.30-5.30pm

Weds 18th March

3.30-4.30pm

4.30-5.30pm

Signed:

Date:

*Pride in ourselves, Achieve the best we can, Curious thinkers, Everyone together...
The Small School with Big Ideas*



Artsmark
Gold Award
Awarded by Arts
Council England



Thera-Build® School's Award 2023-24



2025/26