



Daubeney
academy

PART OF:
challenger multi-academy trust

Daubeney Academy

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16th April 2018

Dear Parent/Carer

Year 6 Consultation Evening – Tuesday 24th April 2018

We are writing to invite you to the Year 6 Consultation Evening, taking place on Tuesday 24th April 2018, from 4:00pm to 8:00pm.

These appointments are for subject teachers only. Please use your child's timetable as a reference in order to determine the names of the teachers you wish to see. If you are signed up to Parentmail App, you will be able to schedule appointments for yourself from 8am on Tuesday 17th April 2018. This will allow you to see the most up-to-date availability of your child's teachers and schedule appointments instantly. Bookings will close for all appointments at 3pm on Monday 23rd April 2018. Appointments will be for **5 minutes only** but if you wish to discuss anything in more detail please contact the school to arrange a longer meeting at an alternative date and time.

Alternatively, if you wish to organise your appointments through the school please contact Megan Cullen at the school on the number above or send an email directly to mcullen@daubeneyacademy.co.uk. Please state in all communications your preferred times within which you are available, along with a complete list of the teachers/subjects you wish to see. The school office will then schedule your appointments and contact you with final confirmed time slots before the evening.

Meetings with Progress Leaders and our SENDCO are available during the evening. Please contact Megan Cullen by email or phone the school telephone number to set up a meeting.

Yours sincerely,

Mr Miles
Head Teacher

