

Bulphan Church of England Academy

Fen Lane, Bulphan, Essex. RM14 3RL

Executive Headteacher: Miss S. Finch
Head of School: Miss E. Taylor
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29th September 2022

Dear Parents/ Carers,

Parent Teacher meetings will be taking place on:

- **Wednesday 12th October 2022 – 1.30pm-5pm**
- **Thursday 13th October 2022 – 3.30pm-6pm**

This is an opportunity for you to come in and discuss your child's progress and targets with their teacher. Every pupil is allocated a 10-minute slot and meetings will take place in the school hall.

Early Years, Year 1 and Year 2 children do not need to attend the meeting; however, it is beneficial if children in Years 3-Year 6 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 the school day.

Appointments can be requested via email (admin.bulphan@dcvst.org) by **Tuesday 4th October**. Please state a half an hour window in which you would be able to attend in your email e.g. between 4.30pm and 5pm. We will endeavour to ensure you are allocated a slot within the time requested, although please do be mindful that we may have many parents requesting the same times. Your allocated timeslot will be sent out to you by **Thursday 6th October**.

Yours sincerely,

Kind regards,

A handwritten signature in black ink, appearing to read "E. Taylor", written in a cursive style.

Miss Taylor
Head of School

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

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