

Bulphan Church of England Academy

Fen Lane, Bulphan, Essex. RM14 3RL

Headteacher: Miss E. Taylor
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25th September 2023

Dear Parents/ Carers,

Parent Teacher meetings will be taking place on:

- **Tuesday 17th October 2023 – 3.30pm-6.00pm**
- **Thursday 19th October – 3.30pm-6.00pm**

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 to Year 6 attend and participate in the discussion about their own learning.

Appointments can be requested via email (admin.bulphan@dcvst.org) by **Thursday 5th 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 **Wednesday 11th October.**

Kind regards,

A handwritten signature in black ink, appearing to read "E Taylor", with a long, sweeping flourish extending to the right.

Miss Taylor
Headteacher

***'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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