



HUNTINGTOWER A PRIORY ACADEMY

EHa/CDu/008

12th January 2024

Dear Parents and Carers,

We will shortly be holding our second Parents' Evening of the year. This will be an opportunity for you to speak to your child's teacher on any matters relating to their education as well as having the opportunity to look at their work.

The Parents' Evenings will take place across two after-school events. On **Tuesday, 6th February and Wednesday 7th February**, these appointments will give you the opportunity to meet with the class teachers **face to face in their classrooms**. Appointments can be booked online using the link at the bottom of this letter and please remember that if you have more than one appointment, please allow time between each meeting to avoid missing the next appointment. We recommend leaving 10 minutes between each appointment.

We would suggest that if possible, someone cares for your children at home whilst you attend the appointment. **We will not be able to provide child care provision and we ask that the children do not attend the meetings.** If you have any childcare difficulties and a telephone call may be more suitable for you, please request this in the booking notes when adding your details.

All appointments are 10 minutes long and if you require longer for a more complex matter, a further appointment can be made after the parent's evening sessions. There will be an opportunity for you to look at your child's work. This can be done either before or after the meeting with the class teacher.

Please remember when booking to select the correct Teacher and class for your child.

Headteacher: Miss E Harkins

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Huntingtower CP Academy is part of The Priory Federation of Academies Trust. For further information please contact
The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW Telephone: 01522 889977
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All appointments are on a first come, first served basis. Our SENDCo, Mrs Cradduck will be holding bookable SEND meetings on a selection of dates and if you require an appointment with Mrs Cradduck and your child's class teacher, please contact the office.

The link to book your appointment is : [HERE](#)

If you having difficulties booking, please speak to the main office staff. Please note that only one child can be booked at a time so it is helpful to remember the time you have booked before you book another child.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Emma Harkins', is written over a large, faint, light-grey watermark of a castle or fortress structure that spans the right side of the page.

Emma Harkins
Headteacher