

**Outwood Primary Academy Lofthouse Gate  
Year 6 Parent Consultation Meetings**

Dear Parents/Carers,

The Year 6 parent consultations will take place on:

**Thursday 1<sup>st</sup> March 13:30 – 19:00, and  
Friday 2<sup>nd</sup> March 08:30 – 17:30**

The meeting will focus on your child's attainment and progress to date, end of year targets and will give you the opportunity to discuss how best to support your child at home.

The appointments are held in 15 minute slots and as these are dealt with on a first come, first served basis, please complete and return the slip below indicating your preferred day and time slot to your child's class teacher. Please note that these meetings are held on different days to siblings and therefore we cannot align the times.

We also ask that, where it is at all possible, parents who are estranged, separated or divorced endeavour to attend the appointment together. If this is not possible, alternative arrangements can be made by speaking directly to the teacher.

If there are any particular points you would like to raise during the consultation, please make a brief note of these on the reverse of the reply slip.

The completed slip will then be returned to you stating the exact time of your appointment.

Yours sincerely

Mrs J Savage  
Principal

I / We would like to make an appointment for our child \_\_\_\_\_

Day	Preferred Time Slot			
<b>Thursday 1<sup>st</sup> March</b>	13:30 – 15:30	15:30 – 17:30	17:30 – 19:00	
<b>Friday 2<sup>nd</sup> March</b>	08:30 – 10:30	10:30 – 12:00	13:30 – 15:30	15:30 – 17:30

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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