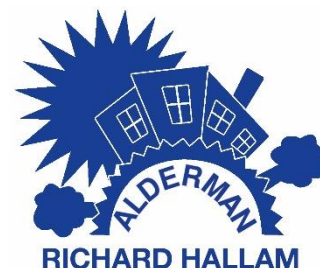


20 March 2024

Dear Parents and Carers,



Optional Parents' and Carers' Evening

Tuesday 16th April and Thursday 18th April 2024

We are happy to announce that this **optional** Parents' and Carers' Evening will be taking place in person. If you wish to attend, please ensure that you select the appropriate date:

Tuesday 16th April – 3:30 pm - 7 pm

or

Thursday 18th April 2024 – 3:30 pm - 6 pm

This Parents' and Carers' Evening is to discuss any concerns or queries you may have about your child's mid-year report which will be sent out on Friday 22nd March. If you have no concerns or queries, you **do not** need to attend this Optional Parents' and Carers' Evening.

If your child is a SEND pupil (which will be identified by a SEND box on their report), then you will need to book a slot to attend this Parents' and Carers' Evening as you will need to review their current provisions with your child's class teacher.

On Monday 8th April, you will receive an optional Parents' and Carers' Evening booking email. If you feel you need to book a slot for this event, there will be a link to our electronic booking system for your child's appointment; this will be sent out at 3 pm. Please be aware that if your child has siblings, you will need to check the times you book to ensure that they do not clash and allow yourself time to get from one appointment to another.

Please note if you choose to book an appointment, it will be on a first-come first-served basis. Appointment emails will only be sent to the first priority email address. Please note that bookings will close at 9 am on the morning of Monday 15th April.

If you do not have access to the Internet or need help booking your appointment, please contact the school office who will assist you.

Yours sincerely,

Senior Leadership Team

Alderman Richard Hallam Primary School
Avebury Avenue, Leicester, LE4 0FQ
Tel: 0116 262 4003 / 262 1543
Email: office@aldermanrichardhallam.leicester.sch.uk
Web: www.arhprimary.co.uk

Headteacher: Miss A Kedzior B.Ed (Hons) N.P.Q.H.
Deputy Headteacher: Mr S Beardsmore BSc (Hons)

