



Meersbrook Bank Primary School

Derbyshire Lane, Sheffield, S8 9EH

Tel: 0114 2814423

enquiries@meersbrookbank.sheffield.sch.uk

meersbrookbank.sheffield.sch.uk

Head Teacher: Mrs G. Harvey

Friday 2nd February 2024

Upcoming Parents Evenings

Dear Parents and Carers,

We would like to invite you to attend our Parents Evening on the week commencing 26th February 2024. This is an important evening and provides you with an opportunity to speak with your child's class teacher and discuss your child's progress.

We will again be holding face-to-face meetings in classrooms after amazing feedback from our last parent's events.

Parents evening will be over two evenings, Wednesday 28th February and Thursday 29th February. Please use the Derbyshire Lane gate for all appointments. Children on the SEND register will have a longer appointment later in the term at which you will review any specific targets in their support plans.

Please use the table below to indicate a time preference for your appointment and we will do our very best to accommodate your request. Please email your request to: parentsevening@meersbrookbank.sheffield.sch.uk

Appointments can be requested from 12 noon on Saturday 3rd February. Any request before this time will be discarded.

Please **DO NOT** send any requests to the normal school enquiries email account as we need to keep all appointment requests separate from all other information so nothing goes astray. If you prefer to fill in a paper copy to request an appointment, please pop into the school office. Appointments will not be confirmed straight away. We will confirm all appointments through your class dojo account.

As I'm sure you will appreciate this is a very complicated job, so thanks in advance for your patience! We will allocate slots on a first-come-first-served basis and will do what we can to put sibling appointments close to each other if we possibly can.

In the email, please complete the following information:
 The name of your child/children and which year group they are in.
 Please indicate your availability for each of the days. (Y/N)

If it is helpful, copy this information:

Child's name:		Year group(s)	
Wednesday 28 th February		Thursday 29 th February	
3.30 - 4.10		3.30 - 4.10	
4.20 - 5.00		4.20 - 5.00	
5.10 - 5.50		5.10 - 5.50	

Yours Sincerely,

Mrs A. Hopkins
 School Office Manager

Mrs D. De Marco
 Clerical Officer

