

COMMUNITIES & EDUCATION DIRECTORATE
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LOUDOUN-MOUNTGOMERY PRIMARY SCHOOL & EARLY YEARS
Head Teacher: Paul Bleakley
Ayr Road, Irvine KA12 8DF
Tel: 01294 279031
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Date: 25.10.22

Loudoun-Montgomery Primary School

Parents' Night - Thursday 3rd November 2022

Class: _____ Teacher: _____

Pupils: _____

Appointment Time: _____ pm

Dear Parent / Carer,

Thank you for requesting an appointment to meet with your child's class teacher. We look forward to you attending on the date and time noted above.

We ask that you access the school through the main entrance, at least 10 minutes before your appointment time. Please then register your arrival with the staff member at the entrance to our Main Hall.

Your child's tray will be waiting for you within the hall. Please look through their tray within the hall. Close to your appointment time you will be invited to make your way to your child's classroom – please take their tray with you.

Pupils are welcome to attend. Depending on your personal preference they can sit with you during the appointment or can access the staff supervised area within the hall.

After you are invited to enter the open area, please take a seat in the open area and your child's teacher will then invite you into the classroom.

We require to keep all appointment times to 10 minutes to ensure all parents are able to meet their child's teacher.

At the end of your meeting you can pass your child's tray to their teacher or you can return to the main hall to continue to look through their work.

We are greatly looking forward to next week's face-to-face meetings, our first since November 2019. Telephone and MSTeams connections have served us well over Covid, but getting back to face-to-face conversations I am sure you will agree are preferable.

Yours sincerely,

A handwritten signature in black ink that reads 'Paul Bleakley'.

Paul Bleakley
Head Teacher