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**Federation Headteacher Miss J Concannon**  
<http://www.knaphillfederationofschools.org.uk/>

Wednesday 10<sup>th</sup> October 2018

### **Parent Consultation Evening**

Dear Parent/Guardian,

We would be delighted if you would attend a parent/guardian meeting with your child's Class Teacher to discuss how your child has settled in, is progressing and to discuss any questions that you may have.

Please make an appointment through the Tucasi online system; just sign in as you would to make payments, click on the Parents' Evening tab and select from the drop down 'Autumn 2018'. You will then be able to select a time/day to suit your schedule.

If you do not currently have log in details, please contact the school office. The booking system will open tonight at 6pm (8am tomorrow morning for Miss Glass) and close on Sunday 14<sup>th</sup> October at 10pm.

Appointments are available on either Tuesday 16<sup>th</sup> October from 3.30-6pm or Thursday 18<sup>th</sup> October from 5-8pm. However, Miss Glass is not available on Tuesday 16<sup>th</sup> October and she will instead be available to meet parents on Wednesday 17<sup>th</sup> October 3.30-6pm. Please select from the drop down 'Miss Glass' to select a time to suit your schedule.

Please note that there will be a fixed time allocation (10 minutes) with the class teacher only. For any matters that may take longer, we kindly ask you to make a separate appointment for another date through the school office.

Kind regards,

A handwritten signature in black ink that reads 'J. Concannon'.

Miss J Concannon  
Federation Headteacher

