



Whoever welcomes this child in my name, welcomes me.” (Luke 9.48)
St. Luke’s Catholic Primary School, A Voluntary Academy
 Church Road, Trench
 TF2 7HG
 Tel: 01952 388 222
 Website: www.stlukesatholicprimary.org.uk
 Head Teacher: Miss Louise Evans BA (Hons) QTS MaST



Dear Parents / Carers

5th November 2024

PARENT CONSULTATIONS
MONDAY 18th AND WEDNESDAY 20th NOVEMBER 2024

Parent consultations will take place on Monday 18th November and Wednesday 20th November 2024, times as follows;

All Classes	Monday 18 th November	3.40pm – 5.50pm
All Classes	Wednesday 20 th November	3.40pm – 5.50pm

We do need to see every child’s parent(s)/carer(s) and we hope that the times available this year will ensure that this happens.

Can you please complete the appointment slip overleaf and return it to your child’s teacher or the school office no later than **Tuesday 12th November 2024** to enable us to confirm your appointment time.

Our SENCO will be offering appointments for parents of children with special educational needs on Monday 25th November 2024 between 2pm – 4pm. If you feel your child has specific educational needs that require further discussion following your appointment with your child’s class teacher, please annotate your request for an additional appointment for Monday 25th November, overleaf.

Please ensure you have an appointment booked to see your child’s class teacher before you book an appointment to see the SENCO.

For all appointments, please choose as many times as you are available.

Parents are politely reminded that should your child remain at school unaccompanied prior to your appointment, your child(ren) will go to After School Club for which you will be charged.

If you have any queries or concerns, please contact the school office.

Yours faithfully,

Miss L Evans
Headteacher



PARENTS CONSULTATION DAY – APPOINTMENT REQUEST

Child's name _____

Class _____

Monday 18th November 2024

3.40		4.50	
3.50		5.00	
4.00		5.10	
4.10		5.20	
4.20		5.30	
4.30		5.40	
4.40		5.50	

Wednesday 20th November 2024

3.40		4.50	
3.50		5.00	
4.00		5.10	
4.10		5.20	
4.20		5.30	
4.30		5.40	
4.40		5.50	

PLEASE CHOOSE ALL THE TIMES YOU COULD ATTEND

We will try to allocate a time as close as possible to your request. Thank you

Monday 25th November 2024 SEND APPOINTMENT ONLY

2.00		3.00	
2.10		3.10	
2.20		3.20	
2.30		3.30	
2.40		3.40	
2.50		3.50	