

Monday 7<sup>th</sup> January 2019

Dear Parents/Carers,

Happy New Year to you all. I do hope that you had a lovely Christmas and enjoyed spending time with your family.

I wanted to write to you today to offer you the opportunity to come into school next week to meet me and provide you with the opportunity to inform me of what you feel is going well in the school and what you would like to see improved. From this we will then create an action plan, with a working party to include parents to look at the points raised. This will enable us to be focused on developing and sustaining what is going well, but to also have a sharper focus on improving the school's relationship with parents.

I understand that for some of you this is quite short notice so I have therefore made available different timeslots to enable more parents to attend. The meetings will take place on Monday 14<sup>th</sup> January, please confirm your attendance and preferred timeslot and return the slip to the school with your child as soon as possible.

The meeting will be held in the Main School Hall, please enter via the Main School Office.

- 9.10am
- 2.30pm
- 5.30pm

Parent/Carer Name: .....

Child's Name: ..... Child's Class: .....

For parents who are unable to attend on this date, I would still like to provide you with the opportunity to express your views. Please do this by emailing the school office at [office@gordonchildrensacademy.org.uk](mailto:office@gordonchildrensacademy.org.uk) and your views will be passed to me.

Many thanks for your consideration and I look forward to meeting you all in the near future.

Yours sincerely



Mrs J Murphy  
Executive Headteacher