



**PURBROOK INFANT SCHOOL**  
**ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ**  
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**Headteacher: Lisa A de Carteret**  
Assistant Headteachers: Zoe Bailey and Paul Stray  
School Business Manager: Hazel K Dean



16 November 2023

Dear Parents/Carers of Children in Year R

**Parental Consultations: Tuesday 28 November and Thursday 30 November**

In order for us to keep you informed of your child's progress and to discuss how he/she has settled into their new class we would like to offer you an opportunity to meet with their new class teacher.

The booking website is now up and running which will enable you to book your ten-minute parental consultation with your child's class teacher. Please can you make sure that you are booking with the correct teacher and make the booking under your **child's name, not your name, under client name**. Please also ensure that you have booked on the correct date. Please note that parental consultations in some year groups will be on different days.

Please click on the link to book: [Year R Booking Website](#)

Please note that these meetings are scheduled to last a maximum of ten minutes. Unfortunately, we are not able to overrun as we have other parents waiting for their parental consultation to take place. Should you require more time, please feel free to make an additional appointment with the class teacher or Mrs de Carteret at a later date.

Please can you keep a note of the time you have booked. You will receive an automated email confirming this so please keep this somewhere easily accessible as not all office staff are able to access the booking system to remind you of your appointment time.

Yours sincerely

Mrs L A de Carteret  
**Headteacher**