



**St Elizabeth's Centre**

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**Positive Living and Learning for People with Epilepsy and other Complex Needs**

Dear Parent/Guardian

I would like to invite you to attend your son/daughter's parents' evening on Tuesday 7<sup>th</sup> February. The evening will run from 4pm until 6pm and will be a chance for you to meet your child's class teachers and discuss their progress, behaviours for learning and attainment.

The evening is designed to work by appointment either via Zoom or in person. The appointment slots will start at 4pm and run in 15 minutes increments until 6pm. Please confirm your attendance and chosen appointment time to the school office email, you will then receive a confirmation. Please note that the available time slots will run on a first come first served basis but the closest time slot will be offered if necessary.

The main car park will be available for parents to use. When you arrive in school please make your way to the school reception area in order to sign in where you will be directed. Class teachers are spread over multiple rooms in school and the staff on duty will be able to guide you should you have any difficulty.

I hope the evening is informative and useful to you and should you have any feedback we are always willing to consider amendments following constructive feedback. If you do have any concerns or queries then please don't hesitate to contact me.

Yours faithfully

Mrs Lisa Tooley  
Head Teacher