



**Head Teacher:** Mr. P Thackstone  
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Lingfield Primary School, Buxton Avenue,  
Marton, Middlesbrough. TS7 8LP

30<sup>th</sup> September 2022

Dear Parents and Carers

**Parents Meetings will take place on Monday 17<sup>th</sup> and Tuesday 18<sup>th</sup> October, 3:30pm to 6:00pm.**

Please see the table below for details of locations.

Year Group	Teacher Location	Parent waiting area
Nursery	Nursery	Key Stage 1 corridor
Reception	Nursery/Reception joining room	Reception classroom
Year 1	Hall	Hall
Year 2	Y2 classroom	Corridor outside Y2
Year 3	Hall	Hall
Year 4	Y4 classroom	Y3/4 Outbreak area
Year 5	Year 5 classroom	Year 3 classroom
Year 6	Year 6 classroom	Kitchen area

The school will again be using an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Monday 3<sup>rd</sup> October at 9am** and will close on **Thursday 13<sup>th</sup> October at 4pm.** Should you wish to make any changes after this date please contact the school office.

Please visit <https://lingfieldprimary.parentseveningsystem.co.uk> to book your appointments. Login with the following information:

Your name and email address

Pupil's Legal First Name: (As stated on the Pupil Information form you completed)

Pupil's Legal Surname: (As stated on the Pupil Information form you completed)

Pupil's Date of birth in this method e.g. 01/01/2014

Please note, teachers will have to maintain strict time management to avoid unnecessary delays for families at the end of the evening. Please do not be offended if your class teacher has to end the appointment after ten minutes.

If you have any problems booking an appointment, please do not hesitate to contact Mrs Martin in the school office.

Yours faithfully

*P Thackstone*

P Thackstone

Head Teacher