



Marshbrook Cares



PENK VALLEY
ACADEMY TRUST

Marshbrook First School
Teddesley Road
Penkridge
Stafford
ST19 5BA

Tel: 01785 712780

Headteacher: Mr J Morgan

Friday 25th September 2026

Parents Evening

Dear Parents, Carers,

Reception to Year 4

There will be an opportunity for you to see your child's class teacher on **Tuesday 20th October, between 3.30pm and 5.00pm** or **Wednesday 21st October, between 4:30pm and 6:30pm**. Staff will meet parents in the hall for their appointments – selected books will be available for parents to look at whilst waiting for their appointment with the class teacher. Mr Morgan and Mrs Whitby will lead the Year 3 meetings.

Nursery

Due to continued staff absence, we will confirm a date for an opportunity for you to see your child's class teacher very soon.

To make an appointment, please indicate your preferred time on the slips that will be sent home today with your child, and whether you need to see more than one teacher (if you have more than one child). You will then receive a slip via your child's book bag, indicating your allotted time. Appointments will be for five minutes – usually long enough for the majority of parents.

If you feel there are matters to discuss which will take longer, please be mindful that staff are always willing to see you by appointment at another time. If your child has APDR targets, you will be offered a separate appointment to review their APDR later in the term.

There will be no facility for children to be looked after. Please try, if possible, to arrange childcare to enable private conversations with class teachers. I will also be available for any concerns if needed.

Yours sincerely,

Mr Morgan
Headteacher

