

## **Record of school email sent**

## **Recipients**:

Parent/Carer of 9G1 and 9H2D English classes

## Subject:

Year 9 Parents' Evening

## Message:

Dear Parent/Carer

If you are having difficulty making an appointment to see me next Thursday, please be aware that I will now be making appointments from 3.30pm. If this is not convenient for you, please feel free to email me directly at <u>lwernham@sackvilleschool.org.uk</u> if you would like me to give you an update by email on your child's progress.

Regards

Ms L Wernham