



# Looe Community Academy

Sunrising, East Looe, Cornwall PL13 1NQ  
Telephone: 01503 262625  
Fax: 01503 265435  
Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

18 May 2017

Dear Parent/Carer

### Year 7 Parents'/Carers' Evening – change of date to Thursday 8 June 2017, 4pm-7pm

I am writing to inform you that due to our recent bereavement, I feel it is necessary to postpone the Year 7 Parents'/Carers' Evening due to take place on Thursday next week in order to support staff colleagues at this difficult time. I apologise for the inconvenience that this may cause you, but sincerely hope that you understand the situation.

The new date for this evening will be Thursday 8 June. I propose that all appointments which have been made should be transferred over to the new date. Please continue to make appointments on our online booking system and please return the slip below to your child's tutor to indicate your intention to attend or not. If you are unable to attend staff will contact you individually.

Thank you for your assistance in this matter.

Yours faithfully

**Heather Jenkins**  
**Headteacher**



QR code for online booking system

..... ✂ .....

### Year 7 Parents'/Carers' Evening – change of date to Thursday 8 June 2017

Student's Name ..... Tutor Group .....

I will attend the appointments which were previously made

I am unable to attend on 8 June

Signed ..... Print Name .....

