

# Northwick Park Primary and Nursery Academy

Company No. 9154404

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**Headteacher: Emma Lane**

13<sup>th</sup> November 2017

Dear

**Re: Parent Council Meeting**

Thank you for volunteering to be part of our Parent Council for 2017/18. I have arranged the first meeting for Tuesday 28<sup>th</sup> November from 4.30 – 5.30 pm. I understand that this may not be convenient for all members and suggest at this meeting, we set the dates and times for future meetings.

If you would like your children to go to Busy Bears during the meeting, they are very welcome to attend free of charge.

Please confirm your attendance via e-mail to [head@northwickpark.essex.sch.uk](mailto:head@northwickpark.essex.sch.uk), I look forward to working with you.

Yours sincerely,

Mrs E. Lane  
Headteacher