



Woodfall Primary School

Woodfall Primary School
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10 October 2014

Dear Parents/Carers

We will be holding Parent Teacher Interviews on Monday 10 November from 3.30pm – 6.30pm and Thursday 13 November from 3.30pm – 6.30pm.

This is an opportunity for you to meet with your child’s teacher and discuss your child’s progress to date. This should be a ten minute consultation only - if you have concerns which you feel need more discussion, please contact your child’s teacher to arrange to meet at another time.

Please indicate on the slip below the most convenient session for you to visit school and we will try to accommodate your wishes. **Slips should be returned to your child’s class teacher by Thursday 23 October at the latest.**

Please note that the following after school clubs will not take place on Monday 7 and Thursday 13 November due to the teachers taking part in parents evening: Drama, Chess, Art, Football, Cross Country, Computer and Cheerleading.

As you will appreciate time is limited on these evenings and we can only offer one appointment per child. Therefore we would ask that if both parents wish to attend, they attend together. Thank you for your co-operation.

We look forward to seeing you.

Yours sincerely

Mrs Helen Hough
Headteacher

X.....

From the Parents of _____ Class _____

(Please tick one session only)

- 1. Monday 10 November 2014
3.30 – 5.00pm _____ 5.00 – 6.30pm _____
- 2. Thursday 13 November 2014
3.30 – 5.00pm _____ 5.00 – 6.30pm _____
- 3. I am available to attend any of the dates / times above _____

We have another child/children in class/es _____

Signed _____

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This slip will be returned to you when arrangements have been co-ordinated.

To the Parents of _____ Class _____

A parent teacher interview has been arranged for you on _____ at _____

