

Woodfield Academy  
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**WOODFIELD**  
**ACADEMY**

**Headteacher:** Mr. S. Bond

27<sup>th</sup> January 2017

Dear Parent/Carer

**PARENT CONSULTATION EVENING - KEY STAGE 3 - YEARS 7 AND 8**

Here at Woodfield, we believe that communication with parents is a vital part of the education process. We encourage open discussion and welcome your support in generating the best outcomes for your child.

We would like to invite you now to come into school to discuss your child's attainment and progress. The discussion will take place in the main hall with all our subject teachers. Your child is welcome to accompany you to the meeting. Your child's subject teachers will be available on the following evenings:

**Monday 13<sup>th</sup> February from 4:00pm – 8:00pm**

**Wednesday 1<sup>st</sup> March from 4:00pm – 8:00pm**

Please return the attached reply slip by Friday 3<sup>rd</sup> February, indicating a preferred time and the members of staff you wish to see. Your child then needs to take the appointment sheet to each member of staff for a specific time to be allocated. Appointments will be issued on a **first come, first served** basis.

I must stress that punctuality to these meetings is vital, please be aware that should you miss your timeslot, teachers will try to accommodate you but this may mean waiting for a gap in their schedule or may not be possible. We look forward to seeing you on one of the evenings.

Yours sincerely

S Bond  
Headteacher

**PARENTS' EVENING REPLY SLIP - YEARS 7 AND 8**

I am able to attend Parents' Evening on  Monday 13<sup>th</sup> February  
 Wednesday 1<sup>st</sup> March

I would like to attend during the timeslot:-

- 4.00 pm - 5.00 pm Monday 13<sup>th</sup> February
- 5.00 pm - 6.00 pm " " "
- 6.00 pm - 7.00 pm " " "
- 7.00 pm - 8.00 pm " " "

- 4.00 pm - 5.00 pm Wednesday 1<sup>st</sup> March
- 5.00 pm - 6.00 pm " " "
- 6.00 pm - 7.00 pm " " "
- 7.00 pm - 8.00 pm " " "

I am unable to attend on either of these dates and would like to arrange a mutually convenient time to discuss my child's attainment and progress.

I would like to see the following staff:-

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Signed ..... Parent/Carer

Child's name ..... Class .....