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WOODFIELD
ACADEMY

Headteacher: Mr. S. Bond

27th January 2016

Dear Parent/Carer

PARENT CONSULTATION EVENING - KEY STAGE 2 - YEARS 5 AND 6

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. Appointments can be made with your child's class teacher as well as your child's English and Maths teachers. Your child is welcome to accompany you to the meeting. Appointments are available on the following evenings:

Monday 8th February from 3:45pm - 7 pm
Wednesday 24th February from 4pm - 8pm

Please return the attached reply slip by Wednesday 3rd February to the Class Teacher. This will enable us to make a mutually convenient appointment.

I must stress that punctuality to these meetings is vital. Teachers will try to keep to time, but please be aware that they will need to keep to their schedule if an appointment has been missed! We look forward to seeing you on one of the evenings.

Yours sincerely

S Bond
Headteacher

PARENTS' EVENING REPLY SLIP - YEARS 5 AND 6

*I am able / unable to attend Parents' Evening on Monday 8th February / Wednesday 24th February.

*(Please delete appropriately).

All parents will be given appointments with the class teacher. If you would also like to see your child's teachers of English and Mathematics, (if different from the class teacher), please list their names below:-

Name of English teacher.....

Name of Mathematics teacher.....

I would like to attend during the timeslot:-

3:45 pm	-	5.00 pm	Monday	8 th	February
5.00 pm	-	6.00 pm	"	"	"
6.00 pm	-	7.00 pm	"	"	"

4.00 pm	-	5.00 pm	Wednesday	24 th	February
5.00 pm	-	6.00 pm	"	"	"
6.00 pm	-	7.00 pm	"	"	"
7.00 pm	-	8.00 pm	"	"	"

(Please underline appropriately).

Signed.....Parent/Carer.

Child's name.....Class.