

Woodfield Academy
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WOODFIELD
ACADEMY

Headteacher: Mr. S. Bond

27th January 2016

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

Please return the attached reply slip by Wednesday 3rd 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. 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 7 AND 8

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

*(Please delete appropriately)

I would like to attend during the timeslot:-

(Please underline appropriately)

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

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

I would like to see the following staff:-

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Signed.....Parent/Carer

Child's name.....Class