



Warren Wood Primary Academy (Inclusive Provision for Language Needs)



Mrs L Woodroof BSc (Hons), NPQH
Interim Head of School
Mr A Minchin
Chief Executive Officer

Arethusa Road
Rochester
Kent
ME1 2UR
Tel: (01634) 401401
E-mail: office@warrenwood.medway.sch.uk
Website: www.sflt.org.uk/warrenwood

12th October 2023

Dear Parents and Carers

All Years: Parents' Evening

I would like to invite you to attend our Parents' Evening on **Monday 20th November or Tuesday 21st November**, where you will be able to meet with your child's class teacher face to face and discuss their progress.

It is important that you attend the meeting to ensure we work together in partnership, to achieve the best outcomes for your child.

Meetings are by appointment only and we will only be issuing one appointment per child.
Where possible, please do not bring children with you to the appointment.

Please select a time slot below in order of preference or alternatively please email your child's class teacher directly using the class email address. Each meeting will last ten minutes. You will then receive a reply slip with a date and time for your meeting the week before.

On arrival to the school, please come to the main school reception and work your way through to the main school hall. Please ensure that you arrive on time for your appointment, if you arrive late your child's class teacher may not be able to see you.

Yours sincerely

Mrs Woodroof
Head of School



**Reply Slip: All Years - Parents' Evening
Monday 20th November and Tuesday 21st November 2023**

Child's Name: _____ **Class:** _____

Monday 20 th November		Tuesday 21 st November	
3.30pm – 4.30pm		3.30pm – 4.30pm	
4.30pm – 5.50pm		4.30pm – 5.50pm	

Please indicate times in order of preference with 1, 2.

Parent/Carer Name: _____ **Date:** _____
(please print)

Signed: _____
(parent/carer)

Please return back to your child's class teacher by Friday 10th November at the very latest or alternatively please email your child's class teacher directly using the class email address.

Your child's teacher will then allocate an appointment for you and a reply slip will be sent home with your child. Thank you

