



Warren Wood Primary Academy And The Evergreen Centre (an Inclusive Provision for Language Needs)



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5th February 2024

Dear Parents and Carers

All Years: Parents' Evening

I would like to invite you to attend our Parents' Evening on **Tuesday 12th March or Wednesday 13th March**, 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
Headteacher



**Reply Slip: All Years - Parents' Evening
Tuesday 12th March or Wednesday 13th March**

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

Tuesday 12 th March		Wednesday 13 th March	
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 or alternatively please email your child's class teacher directly using the class email address by Friday 23rd February at the very latest.

Please do not email the office email address as the school office do not allocate appointments, so cannot help with any queries regarding appointments.

Your child's teacher will then allocate an appointment for you and a reply slip will be sent home with your child one week before Parents' Evening.

Thank you

