

Whitefield Primary School

Oaklands Drive, Penwortham, Preston, PR1 0RH.

Headteacher: Mrs Sarah Foster



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9th March 2017

Dear Parents

PARENTS' EVENING

Parents' evening meetings will take place on Tuesday 21st March between 3.30pm and 6.00pm and Wednesday 22nd March between 4.30pm and 7.00pm.

You will be allocated a 5 minute appointment with your child's teacher to discuss how your child is working in class and what your child needs to be doing to make further progress in maths, reading and writing. The meeting will be held in one of the year group classrooms.

There will be a crèche for **Whitefield school age children only** for the time of your appointment/s. Please indicate on the reply slip, for staffing purposes, if you will wish to use this facility. Please note: all children must be signed in to the crèche by their parent. The crèche is not open on Tuesday until 3.50pm. All children should be picked up from school at 3.30pm on this day as normal.

Please would you indicate overleaf the preferred evening in order that we can attempt to arrange a convenient time. The slip should be returned to the teacher of the **eldest child** in school before **Friday 17th March 2017**.

Yours sincerely

Mrs S. Foster
HEADTEACHER

PARENTS' EVENING MEETING – Spring 2017

NAME OF ELDEST CHILD..... CLASS

Please return via your child to the classteacher

Tuesday 21 March	Preferred Time Slot	
	3.40 to 4.40	4.50 to 5.50

Wednesday 22 March	Preferred Time Slot	
	4.30 to 5.40	5.50 to 6.50

We will endeavour to accommodate your needs, but this may not always be possible.

I/We will not be able to attend either evening

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I/We will require crèche facilities

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If you have any specific question relating to your child/ren, please state below.

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Names of younger children in school

Name Class

Name Class

Name Class