

You will have the opportunity to look at your children's books in the Waiting Area Classroom and we would ask if you could make your way to the Parents' Evening Classroom 5 minutes before your appointment time and wait on the chairs provided outside the classroom door. To enable this system to work we would ask you to keep to the 10 minutes appointment slot; we will be using a buzzer system on the night. If you feel you need more time to talk with your child's teacher please feel free to make a separate appointment for a later date. Likewise, if you would specifically like to speak to your child's maths teacher.

I will be available on both evenings if you have anything that you would like to discuss with me.

Yours faithfully,

A handwritten signature in black ink that reads "HWest". The letters are cursive and connected, with a stylized 'H' and 'W'.

Mrs. H. West
Headteacher