



*“Learning Together, Playing Together, Succeeding Together”  
 Supported by Christian values*

Headteacher: Caroline Jackson

3<sup>rd</sup> March 2022

Dear Parents and Carers,

During the academic year, we arrange times for parents and carers to meet with class teachers to discuss children’s progress and attainment. This is also an opportunity for teachers to share targets for the future and to celebrate successes. **We are planning to have face to face meetings as long as we receive no futher information from Wiltshire Public Health Team to do otherwise.**

The timetable for appointments is below. Please complete and return the slip at the end of this letter, to the class teacher, to request an appointment. If you are able, please tick multiple boxes allowing flexibility. The class teacher will let you know the date and time for your meeting. (We will plan similar times if you have children in different classes) **Please return slips by Wed 9th March.**

The timetable is as follows:

**Tuesday 15<sup>th</sup> March 2022**

Willow 2.30pm – 6.00pm  
 Beech 3.30pm – 6.00pm  
 Oak 4.15pm – 6.00pm (due to SATs Club)

**Wednesday 16<sup>th</sup> March 2022**

Willow 2.30pm – 6.00pm  
 Beech and Oak 3.30pm – 6.00pm

If you are unable to make an appointment, please speak to your child’s class teacher.

Yours sincerely,  
 Mrs Caroline Jackson  
 Headteacher

**Parents’ Meetings March 2022**

**\*\*\* Please return slips by Wed 9th March.**

Child’s Name			
Class			
Preferred time slot *	Time	Tuesday 15 <sup>th</sup>	Wednesday 16 <sup>th</sup>
	2.30pm – 3.00pm (Willow only)		
	3.00pm – 3.30pm (Willow only)		
	3.30pm – 4.00pm (Beech & Willow)		
	4.00pm – 4.30pm (Beech & Willow)		
	4.30pm – 5.00pm (Beech & Willow)		
	4.15pm – 5.00pm (Oak only)		
	5.00pm – 5.30pm		
	5.30pm – 6.00pm		

\*Please tick your preferred time slot, as many as possible to give flexibility, and return by March 9<sup>th</sup>. Thank you.

For School use only:

**Your parents meeting appointment time will be .....**