



**WINDMILL HILL
PRIMARY SCHOOL**

Windmill Hill South
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Headteacher

Miss P Newman

16th January 2017

Dear Parents

On Monday 6th February we are holding our Parents Evening from 1.30pm - 6.00p.m.

Mr Stoddart will start appointments from 3.30pm on Monday, however, he will also be available on Tuesday 7th February from 3.30pm. There will be no SATs club on this day.

Please indicate your preferred time on the attached form and the name of your child and return to school as soon as possible.

Do not complete the very bottom of the form as this is for the teacher to complete and return to you with your child/children's appointment times.

This parents evening is for adults only, it is your chance to talk to the teacher without your child and discuss their progress. A creche will be available, run by Miss Thompson and Miss Kavanagh for toddlers and young children in the hall. You may leave your child/children, in the hall on the way in and collect them on the way out.

The only way into school will be through the front main entrance. All gates to the playground and other outside doors will be locked. We have to do this for security reasons. Mrs Towers or Mrs Gleave will let you in through the Front Main Entrance when you arrive.

Please help us to ensure the security of the building and help us run a smooth parents evening.

Please return the form promptly.

Yours sincerely

**Miss P Newman
Headteacher**

