



**WINDMILL HILL  
PRIMARY SCHOOL**

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Headteacher

**Miss P Newman**

10<sup>th</sup> October 2017

Dear Parents

On Tuesday 14<sup>th</sup> November we are holding our Parents' Evening from 3.15pm to 6.30pm, **however for children in Miss Walsh's Class, appointments will start at 1:30pm.**

**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 crèche 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**

