

# Offwell C of E Primary School



31<sup>st</sup> January 2020

Dear Parents,

We shall be holding parents' progress meetings on Monday, 24<sup>th</sup>, Tuesday, 25<sup>th</sup> and Wednesday, 26<sup>th</sup> February. Meetings will be in your child's classroom and WASP will be held in the Village Hall (please collect from there).

We are offering 3 days from 3.30pm until 6pm. The only exception is in Beech Class, which will be 4.45pm on Monday, 24<sup>th</sup> February. You will notice that we are offering an extra day, but not after 6pm. If this is a particular problem for you, please let us know and we will try and accommodate you.

All children are welcome to attend the meetings but they must not be left unsupervised in the playgrounds.

Each appointment will be of ten minutes duration. This is an important meeting as information and targets will be shared - please do try to come! If you have a specific question for the class teacher, please e-mail [admin@offwell-primary.devon.sch.uk](mailto:admin@offwell-primary.devon.sch.uk) beforehand to enable the teacher to have ready an informed answer (hopefully this will help with timings!)

Please return the slip as soon as possible so that firm appointments can be made.

Yours sincerely,

Mrs L Legg  
Headteacher

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I/We would like to attend the parents' evening on:-

Monday, 24 <sup>th</sup> February	3.30pm - 5 pm [ ]	5 - 6 pm – <b>not Beech</b> [ ]
Tuesday, 25 <sup>th</sup> February	3.30pm - 5 pm [ ]	5 - 6 pm [ ]
Wednesday, 26 <sup>th</sup> February	3.30pm - 5 pm [ ]	5 - 6 pm [ ]

Please tick the appropriate box.

Signed.....

Child/Children's Name.....Class/es.....