DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB
Telephone 01952 386870

Head Teacher: Mrs J Thomas

Dear Parents and Carers,

Parents' evenings will be held on **Monday 9th and Tuesday 10th November between 3:30pm and 6:00pm**. Parent meetings are very important and give you an opportunity to discuss your child's wellbeing, work, attitude to learning, conduct and progress. Therefore, we would appreciate that all parents make every effort to make themselves available to attend. Your child's books will also be available for you to look at.

To enable appointment times to be allocated, please complete, and return the reply slip, indicating as many different times as possible. We will try to accommodate everyone with a convenient appointment, but of course, popular times do go very quickly, and times will be allocated on a first come, first served basis. If you have children in other classes, please indicate this on the reply slip and we will endeavour to coordinate your appointments. Sometimes, meetings can run over a little so please allow time between requested timings.

Meetings will be held in the classrooms and are timetabled to last no more than 10 minutes. When you arrive at school, please enter through the main reception and make your way to the small hall (Early Years/Key Stage One) or big hall (Key Stage Two). Here you will find your child's work to look at whilst you wait to see the teacher.

Yours sincerely

Nikki Harvey
Deputy Head Teacher

Parent/Carer of: _____(name of child) Class:_____

Please indicate suitable appointment times by ticking the appropriate spaces below and return this slip to the class teacher by **Friday 23rd October.** You will then be notified of your exact appointment by Wednesday 4th November. Last available time is 5:50pm.

	3:30 to 4:00	4:00 to 4:30	4:30 to 5:00	5:00 to 5:30	5:30 to 6:00
Monday 9th November					
Tuesday 10th November					

To aid our timetables, please let us know about any other children you have in school.

I also have a son/daughter _____ (name of child) in class _____

Signed: _____ Date: _____