

# DOTHILL PRIMARY SCHOOL

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



**Head Teacher: Becca Butler**

Dear Parents and Carers

Parents' evenings will be held on **Monday 23rd and Tuesday 24th October between 3:30pm and 6:00pm**. Parent meetings are very important and give you opportunity to discuss your child's wellbeing, work, attitude to learning, conduct and progress. Therefore, we would appreciate all parents to make every effort to make themselves available to attend. Your child's books will be available for you to look at during this time.

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 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 where you will be greeted by myself or Mrs Butler.

We look forward to seeing to you.

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 **Monday 9<sup>th</sup> October**. You will then be notified of your exact appointment time as soon as possible.

	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 23 <sup>rd</sup> Oct					
Tuesday 24 <sup>th</sup> Oct					

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: \_\_\_\_\_

