

DOTHILL PRIMARY SCHOOL

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



Head Teacher: Becca Butler

16th September 2019

Dear Parents and Carers

Parents' meetings will be held on **Monday 21st and Tuesday 22nd October 2019 between 3:30pm and 6:00pm**. This will give you the opportunity to meet with your child's class teacher(s) and discuss matters of interest. Please note your child's books will not be on display as you will have the opportunity to look at these at the open morning on **Wednesday 13th November (9:00-9:30am)**.

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 the meetings can overrun a little so please allow a 30 minute gap between times requested. Meetings will be held in the classrooms and are timetabled to last no more than 10 minutes. Please access school through doors as follows, noting you will need to walk around the school using the gates by the staff car park:

- RW, 1C, 1H, 2A, 2T - via the door opposite the courtyard, near to EYFS
- 3J, 3T, 4M, 4RM - via the door by class 3/4M, off the school playground
- 5H, 5SJ - via the door by the playground/their classrooms by Y5
- 6S, 6L - via the door by the car park and staff room by Y6

Yours sincerely

Becca Butler
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 return. You will then be notified of your exact appointment time as soon as possible.

	3:30-3:50	4:00-4:20	4:30-4:50	5:00-5:20	5:30-5:50
Monday 21 st October					
Tuesday 22 nd October					

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:

