

DOTHILL PRIMARY SCHOOL

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



Head Teacher: Becca Butler

24th October 2019

Dear Parents/Carers of 3J (teaching group)

We are pleased to tell you that Miss Jennings is now back at work so we are able to organise parents' evening for your children. We will be holding the meetings on **Tuesday 19th and Wednesday 20th November between 3:30pm and 5:30pm.**

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.

Meetings will be held in the **GP Meeting Room** and are timetabled to last no more than 10 minutes. **To gain access to the room, please go to the Dot Hill Pre-School and Childcare main entrance (to the right of the school office entrance) and take a seat in the lobby.**

Best wishes

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
Tuesday 19 th November				
Wednesday 20 th November				

Signed: Date:

