



Willow
Academy

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Headteacher: Mrs D Sumner

14th March 2017

Spring Term Parents Evening (5D)

Dear Parent/Carer

To provide all parents and carers with the opportunity to review your child's progress and further strengthen the home school partnership you are warmly invited to attend a short meeting with your child's class teacher on **Monday 27th and Tuesday 28th of March between 4pm and 6pm**. Each appointment will last 8 minutes.

During the meeting your child's teacher will outline their current strengths, their areas for development and will outline how your child will be further supported in achieving their targets. As Mrs Bedford has recently taken over as your child's teacher this evening will be a chance for her to introduce herself and share how your child has settled with her. A follow up parents evening will be arranged in summer term to discuss progress in more detail.

This year we have introduced a new, easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Thursday 16th March and will close on Wednesday 22nd at 3pm.

Should you wish to make any changes after this date please contact the school office.

Please visit willowacademy.parentseveningsystem.co.uk to book your appointments. (A short guide on how to make appointments is included with this letter.)

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

If you are unable to make these dates, please contact the school and your child's teacher, who will be happy to discuss your child's progress over the phone or make an alternative appointment.

I hope that you can attend and look forward to seeing you.

Yours sincerely

Mrs D Sumner

Headteacher