



**WOOD FOLD
PRIMARY SCHOOL**

Green Lane
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Wigan
WN6 0TS

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16th November 2020

Dear Parent / Carer,

You are invited to attend Parents' Evening on **Wednesday 9th** (first 15 in register) **OR Thursday 10th December** (2nd 15 in register) **via Teams**, to discuss your child's progress towards their targets this year. We would encourage you to involve your child in the meeting so that they may also be part of the discussion. School reports will be distributed on Monday 7th December and will form a reference point for the discussion.

The times available are listed below. Please indicate in order of preference (1st, 2nd and 3rd) a convenient time. **Each parent will be allocated 10 minutes for each child.** If further discussion is needed, a subsequent appointment can be made.

Please be aware that these meetings will be scheduled on your child's school email account as these are all set up on the Teams system and this will avoid any errors with email addresses. The only exception to this is where 2 appointments are required for the same child, in this case an alternative email address can be used; please provide this with the reply slip. Please ensure that you know your child's email address and password before the day of your parents evening slot. If you need help with this, please let the class teacher know.

Please fill in one form per child. If you have more than one child, please tick adjacent time slots on a separate form. Please return the form to your child's class teacher by **Wednesday 25th November.** Your child's teacher will then allocate you a time and **you will be sent a Teams invitation for the time of your slot.**

Yours sincerely,

Mrs R Gough
Headteacher

..... please detach and return to school

Name of child: _____ Class: _____

Please indicate your first, second and third choices for Wednesday 9th December / Thursday 10th December below:

	Choice		Choice		Choice
3.30 – 4.00		5.00 – 5.30		6.30 – 7.00	
4.00 – 4.30		5.30 – 6.00		7.00 – 7.30	
4.30 – 5.00		6.00 – 6.30		7.30 – 8.00	

