West End Academy
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www.west-endacademy.org

Headteacher: Chris Johnson

Monday 1st November 2021

Dear Parent/Carer,

To help minimise the risk of transmission of COVID-19, parents' evening will take place by telephone this half-term.

During the telephone call, the teacher will discuss your child's progress in school. You will also find out what your child needs to do to improve in reading, writing and maths. The teacher will give you ideas on how to support your child with this work at home. The teacher will also discuss your child's behaviour and their attitudes to learning. The phone call will last for ten minutes.

Your teacher can phone you on one of two days in November. These days are Wednesday 10th November and Tuesday 16th November. Please choose the most convenient day and time for you and return the slip below as soon as possible.

Please make sure that we have your most up-to-date contact phone number.

We look forward to speaking with you and discussing your child's development.

Yours sincerely,

*Mr C Johnson*
Headteacher

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**Parents' Evening Lower KS2 – Reply Slip**

Name…… Class ……

Please tick the best day and time for you to receive a telephone call and return this slip to school as soon as possible.

Telephone number which you would like to be contacted on: ……

| **Wednesday 10th November** | Please tick |
|---|---|
| 3.30pm - 4pm | |
| 4pm - 4.30pm | |
| 4.30pm - 5pm | |
| 5pm - 5.30pm | |
| 5.30pm - 6pm | |

| **Tuesday 16th November** | Please tick |
|---|---|
| 3.30pm - 4pm | |
| 4pm - 4.30pm | |
| 4.30pm - 5pm | |
| 5pm - 5.30pm | |
| 5.30pm - 6pm | |