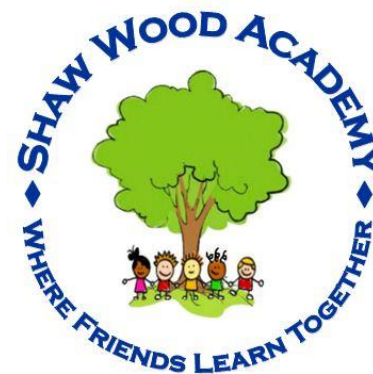


Shaw Wood Academy

Where Friends Learn Together & Everyone Matters



Executive Headteacher: Mrs J Campbell

Mere Lane, Armthorpe, Doncaster, DN3 2DG

Tel: 01302 831307 Fax: 01302 832007

Email: admin@shawwood.doncaster.sch.uk

2nd October 2017

Dear Parent/Carer

Parent/Carer Consultation Meetings

There will be an opportunity to discuss with your child's class teacher how your child/ren are progressing in their class on:

- ❖ **Tuesday 17th October 2017 from 3:30pm – 6:30pm**
- ❖ **Wednesday 18th October 2017 from 3:30pm – 6:30pm**

The parent consultations will take place in either the small or large hall.

Reception, Year 1 & Year 2

To book an appointment with the appropriate class teacher please go to your child's classroom where an appointment timetable is available. Please place your child's name against a suitable time.

Year 3, Year 4, Year 5 & Year 6 – Please could you complete the reply slip attached and return this with your child to your child's class teacher so an appointment can be made for you.

If you require any help with arranging an appointment please contact the office staff or class teacher and if you have to cancel your appointment please inform a member of staff.

All parents will be required to come through the main office entrance for their appointments.

Book Fayre

The Book Fayre will be in the school entrance during the consultations if you would like to purchase any books.

Thank you for your support.

Yours faithfully

Mrs J Campbell
Executive Headteacher

Reply Slip – Year 3, Year 4, Year 5 & Year 6

Please indicate below your preferred date and time. Where possible we will do our best to accommodate the time requested. **Please tick all the available dates and times you are available.**

Name of child _____

Class _____

Please tick your preferred date and time.		Please tick your preferred date and time.	
Tuesday 17 th October 2017		Wednesday 18 th October 2017	
3:30pm – 4:30pm		3:30pm – 4:30pm	
4:30pm – 5:30pm		4:30pm – 5:30pm	
5:30pm – 6:20pm		5:30pm – 6:20pm	

School will return the slip below with your allocated date time.

School to complete

Parent Consultation confirmed date and time.

Child's Name _____

Class _____

Allocated date and time _____