



Westfield

Arts College



11th September 2019

Dear Parent(s)

Parent's Consultation Evening: 3.30-6.30pm Tuesday 24th September 2019

We are arranging our Autumn term programme of parental consultation and would like to offer you a 10 minute appointment to meet your child's class tutor to discuss the year ahead.

This year our parent meetings will be organised slightly differently and all parents (except 6th form) should come directly to the main school hall. All class teachers will be based either in the hall or a room nearby. There will be a map on a board in the hall and plenty of staff to help you find the correct teacher. Refreshments will be available in the food technology room and an opportunity to purchase school uniform if you need to.

Some subject specialist teachers will also be available to meet parents of KS4 pupils. These will be on a 'sit and wait' basis but please tick the appropriate name to indicate you may like to see the teacher.

Please return the reply slip by Tuesday 17th September and give us as much flexibility as you can so that we can accommodate as many parents as possible. We shall then send home a note in the home-school planner confirming the time for your consultation. If you have to bring brothers and sisters with you, they are welcome but they must sit in the areas provided. Children are not permitted to wander around the school unsupervised.

Yours faithfully

Seán Kretz
Headteacher



Ofsted

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Name of Child..... Class

Please use a ✓ to indicate the hour in which you would like your time slot. Please put a X against any that are impossible for you. The class teacher will then allocate a 10 minute slot within that hour.

3.30pm - 4.30pm

4.30pm - 5.30pm

5.30pm - 6.30pm ...

For Radipole, Wyke and Ringstead pupils only

Teacher (only available until 5.00pm)	Subject	I would like to meet this teacher (please tick)
Mrs Holloway	English	
Mrs Crocker	Maths	
Mr Delany	Computing	
Mr Hart	Art	
Ms Coomer	Science	

Signed:..... (Parent/Carer)