



Bishop Wood C of E Junior School

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Mr J P Hall, Acting Headteacher

9th November 2017

Dear Parents and Carers,

Re: Parent's Consultation Appointments

Parental consultations to discuss your child's learning and progress are taking place from 4.00 -7.00pm on Monday 20th and Wednesday 22nd November 2017. Year 5 and 6 teachers will be based in the dining room, and Year 3 and 4 teachers will be based in the hall. All appointments will last for a maximum of 10 minutes. Should a longer appointment time be required for a specific reason then the class teacher will be pleased to arrange this with you at a mutually convenient time on a different day.

Appointments will also be available during the teachers PPA time on the following dates, from 1.30pm until 3.30pm. These appointments will take place in rooms close to the school office.

Year 3	Mrs Birley and Mrs Ing	Monday 20 th November
Year 4	Mrs Dunford and Mrs Day	Thursday 30 th November
Year 5	Miss Francis and Miss Record	Tuesday 21 st November
Year 6	Mrs McGhee and Mrs Clark	Wednesday 29 th November

Will parents of those pupils in 4H please note that Mr Hall is hoping to be present for as many of the evening appointments as possible, in order to prepare for next term. However, please bear in mind that it is possible he may be called away in his capacity as Acting Headteacher.

We are once again using an electronic booking system. Appointments are available to book using the following link:

<https://bishopwoodschool.parentseveningsystem.co.uk/>

You will need to click on the link or enter it into a browser, fill in your details and your child/children's details. These details must match those held on our database.

The appointment system will be going live on Sunday 12th November at 6pm - this is when you will be able to access the system and book your appointments.

If you have any problems then please contact the office after 10am on Monday 13th November.

Yours sincerely

Mrs D Bourke - School Secretary

