



Henry Chadwick Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354

Headteacher
Mrs V Barnes

Website: www.henrychadwick.staffs.sch.uk
E-mail: office@henrychadwick.staffs.sch.uk



18th September 2024

Dear Mums and Dads/Carers

Parents' Evenings – Autumn 2024
Monday, 7th October 2024 3.30pm until 6.30pm
Thursday, 10th October 2024 3.30pm until 5.30pm

You are invited to make an appointment to see your child's class teacher at our upcoming meetings. The appointments can either be face to face in school on either 7th or 10th October (our preference), or virtual via Zoom/Teams, or a phone call, on a day/time convenient to the class teacher/yourself, as this may be easier for some mums, dads/carers. For those who would like a face-to-face appointment please let the office know via email your preferred date and time, and for those who would prefer a virtual appointment again please let the office know, with an indication of suitable days/times between the 14th and 16th October, and Mrs Jones will liaise with the class teacher to make the necessary arrangements.

The main purpose of having a meeting at this time of year is:

- to find out about your child's progress so far this year and the targets set to help them move on in their work,
- to share any thoughts about how he or she is getting on in school, and
- to ask questions.

Times for appointments will be allocated on first come first served basis. Please ensure a prompt reply if you would like an appointment in a specific time frame. The appointments are for 10 minutes each. We realise that for some parents/carers this may not be enough, so if time is running over the class teacher will make another appointment to see you when mutually convenient.

A crèche facility will be provided by CHAMPS in case you have not got a baby sitter, at a cost of £2.00 per child (payable in cash on the night please or the session will be added to ParentPay at a cost of £5 per child).

If anyone would like to speak to me please contact Mrs Jones, in the office, so that an appointment can be made.

Yours sincerely

Vicki Barnes
Headteacher

Please **either return this form to Mrs Jones or email your preferred times/date** to her via c.jones@henrychadwick.staffs.sch.uk I would prefer an appointment between the following times. **These will be allocated on a first come first served basis.** Please tick appropriate box or indicate in an email your preferred options.

Thank you

Monday 7.10.2024	
3.30 – 4.00	
4.00 – 4.30	
4.30 – 5.00	
5.00 – 5.30	
5.30 – 6.00	
6.00 – 6.30	

Thursday 10.10.2024	
3.30 – 4.00	
4.00 – 4.30	
4.30 – 5.00	
5.00 – 5.30	
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*****	*****

Child/Children's nameClass.....

Mum/Dad/Guardian's name

Every day counts..... Every minute matters.....