



Westcroft
Stanhope
Bishop Auckland
Co Durham
DL13 2NU

Head Teacher: Mrs D Cross

Tel: 01388 528218

School Number 840 3087

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Dear Parent/Carer

7th November 2022

Re: Parent & Carer Appointments

I am writing to invite you to book an appointment to meet with your child's class teacher to review their progress over the Autumn Term.

We will be holding the majority of appointments on an evening and in person with a couple of teachers offering daytime appointments.

Please complete the booking form attached by ticking which date you would prefer and also giving an indication of your preferred times. Teachers will try their best to accommodate preferred times, however, this may not be possible and you will be given the closest time slot available.

You should come to the main office just before your allotted appointment time and your child's books will be available in the hall (for evening appointments) or the main entrance (for daytime appointments).

If your child has SEND, different review meetings will be arranged to review their SSP (School Support Plan) throughout December.

Yours sincerely

Mrs D Cross
Head Teacher

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