



Westcroft
Stanhope
Bishop Auckland
Co Durham
DL13 2NU

Head Teacher: Mrs D Cross

School Number 840 3087

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Dear Parent/Carer

22nd November 2023

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. Appointments were due to take place during the week commencing 27th November. However, due to the follow up work following the most recent flood we have had to take the decision to postpone these appointments by one week.

Unfortunately, due to the ongoing building work in school we do not have sufficient spare rooms available during the day and therefore the teachers have agreed to hold two evening sessions for you to choose from. Appointments will be held face to face unless agreed with individual teachers and this is at their own discretion.

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.

Yours sincerely

Mrs D Cross
Head Teacher

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