



West Moors Middle School

Heathfield Way, West Moors

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1st November 2022

Parent/ Carer - Tutor Evenings via either Microsoft Teams or in school

Dear Parents/ Carers,

Parent / Tutor Evenings are to be held in school on Tuesday **29th November 2022** from 3.45pm to 6.15pm or via Teams on Wednesday **30th November 2022** from 4.00pm to 6.30pm.

At this evening, you will have the opportunity to either meet with your child's tutor in person or via Microsoft Teams to:

- Review the child's progress to date
- Discuss your child's special needs (where appropriate)
- Discuss how the beginning of the school year has gone and share any successes or concerns.
- Discuss targets for learning set

We are very happy for children to be present at the meeting, but parents, if they feel it necessary, may ask for a final conversation without their child in attendance.

Please can you complete the form overleaf and **return it by Wednesday 23rd November 2022 to your child's tutor.** You will then be notified of a specific appointment time by tutors who will write this in your child's planner.

Kind Regards,

Dr Deborah Craddock



Headteacher: Dr D Craddock PhD MA BSc (Hons) NPQH

Deputy Headteacher: Mrs D East BSc (Hons) PGCE SENDCo

*To be returned to your child's tutor

Parent/ Carer - Tutor Evening Reply Slip

I would like to make an appointment to see/speak with my child's tutor. Please tick as many alternatives as possible.

My Child Class Parent Name (PRINT).....

Signed Email address for Microsoft Teams:

Phone no. for telephone call:

Tuesday 29th November –**In school only**

Please tick a time	<input checked="" type="checkbox"/>
4.00-4.30	<input type="checkbox"/>
4.30-5.30	<input type="checkbox"/>
5.30-6.30	<input type="checkbox"/>

Wednesday 30th November **Teams only**

Please tick a time	<input checked="" type="checkbox"/>
4.00-4.30	<input type="checkbox"/>
4.30-5.30	<input type="checkbox"/>
5.30-6.30	<input type="checkbox"/>