

## Department of Education

Director: Mhairi Shaw DCE  
Council Offices, 211 Main Street, Barrhead, East Renfrewshire G78 1SY



### Williamwood High School

**Acting Head Teacher: William Inglis MA (Hons)**

Eaglesham Road, Clarkston, East Renfrewshire G76 8RF

Phone: 0141 577 2500 Fax 0141 577 2545

E-Mail: [schoolmail@williamwood.e-renfrew.sch.uk](mailto:schoolmail@williamwood.e-renfrew.sch.uk)

Our Ref:

Your Ref:

Date: 12 February 2014

Dear Parent/Carer

### **S2 PARENTS' EVENING – Thursday 20th February 2014**

I would like to remind you that the S2 Parents' Evening will take place on Thursday 20th February 2014 from **4pm to 6.30pm** in the school.

Please find with this letter a **Pupil Appointment Sheet** which your son/ daughter should use to make appointments with his or her teachers. Please remind your child to leave time between appointments to enable you to reach your next appointment.

#### ***Signing-in Procedures***

Before you begin your appointments, I would ask you to sign in next to your child's name on the sheets laid out on the tables in *The Street*. Please also sign out when you leave.

#### ***Evaluation of the Evening***

On the evening you will find evaluation sheets on the signing-in tables. Completed evaluations should be left in the box at the front door.

#### ***Arranging Additional Appointments***

As some members of staff teach multiple classes you may not manage to see all of your child's teachers on the evening. Should there be a teacher with whom you would like to arrange an alternative appointment, please complete a "Request for Appointment" form. These will also be found on the signing-in tables.

#### ***Refreshments***

Teas and coffees will be served, courtesy of the PTA, in *The Street*.

If you are unable to attend the Parents' Evening and would like to receive more information on your child's progress, please contact his/ her pupil support teacher. I would also remind you that you can request additional information on progress at any time throughout the school year.

I look forward to seeing you on the 20<sup>th</sup> February.

Yours sincerely

Mrs Claire Raeburn  
Depute Headteacher S2