

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)
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Our Ref: LC/nm
Your Ref:
Date: 29th April 2014

Dear Parent/Carer

S1 PARENTS' EVENING – Tuesday 6th May 2014

I would like to remind you that the S1 Parents' Evening will take place on Tuesday 6th May 2014 from **4.00pm 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 provided.

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 6th May.

Yours faithfully

Mrs Laura Cheyne
Acting Depute Headteacher S1