



Springwell Park

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Dear parents and carers,

We are looking forward to welcoming you into school this evening for Parents' Evening.

Please note that appointments are scheduled for five minutes each, as teachers have a number of meetings to get through during the evening. We kindly ask that you help us keep to time so that all families can be seen as planned.

Some parents have requested telephone appointments, which teachers will be carrying out in between face-to-face appointments. For this reason, please wait in the designated waiting area outside the classroom until the teacher invites you in.

Thank you for your cooperation, and we look forward to seeing you later.

Kind regards,

Tom Hanlon  
Assistant Headteacher.

