

T: (024) 76313227
 F: (024) 76312982
 E: school.office@stjames.covmat.org
 W: <http://www.stjames.covmat.org/>
 Facebook: <https://www.facebook.com/St-James-CofE-Academy>



Jane Cook
 Head Teacher
 St James C of E Academy
 Barbridge Road
 Bulkington
 CV12 9PF

Dear Parents/Carers,

Autumn Term Parent Evenings

Willow classes spring term parent meetings will take place over 2 evenings on Tuesday 26th February 3:30pm – 5.00pm and 5.30pm – 7:00pm and Wednesday 27th February 3:30 – 5:00pm. These meetings are designed to give parents and carers the opportunity to talk about how your child is progressing academically, their attitude towards their learning and a sharing of information about how to help your child.

Please select two half hour slots, indicating which is your first/second choice. You will then be given a personal invitation with the allocated 10 minute slot within (hopefully) your preferred time frame. In order to be able to see everyone, please be mindful that time slots are 10 minutes per child. If you need to discuss things further, please make another appointment with the teacher for another time. Your child/children are invited to attend the meeting with you however some issues may need to be discussed privately. If your child has an IEP or an EHCP please make a double appointment.

Please return the form below by 9:00am Friday 15th February as your appointment will be sent home at the end of the school day (15-02-19).

Yours sincerely

Jane Cook
 Headteacher

WILLOW SPRING PARENT EVENING

CHILD'S NAME: _____

Please indicate your preferred time slots by putting a tick in two boxes – we will try and ensure one of your choices

Tuesday 26 th February 2019		Wednesday 27 th February 2019	
3.30pm – 4.00pm ☐	4.00pm – 4.30pm ☐	3.30pm – 4.00pm ☐	4.00pm – 4.30pm ☐
4.30pm – 5.00pm ☐	5.30pm – 6.00pm ☐	4.30pm – 5.00pm ☐	
6.00pm – 6.30pm ☐	6.30pm – 7.00pm ☐		

SIGNED: _____



An exempt charity and a company limited by guarantee, registered in England and Wales No 8422015.
 Registered Office: The Benn Education Centre, Claremont Road, Rugby CV21 3LU

Part of the Diocese of Coventry Multi Academy Trust