



Outwood Primary Academy Park Hill
Irwin Crescent, Eastmoor, Wakefield,
West Yorkshire, WF1 4QY
Tel: +44(0)1924 303655
Web: www.parkhill.outwood.com

Chief Executive Principal, Primary: Mr Lee Wilson
Principal: Mrs Alyson Million

19th October 2018

Dear Parents/Carers

We are holding our Parents Evening on Wednesday 24th October from 3:20pm until 6:00pm This is an opportunity for you to find out about your child's progress and meet their teacher.

Could you please indicate below the approximate time you would like to see the teacher.

May we remind you that due to teachers seeing many parents during the evening we are only able to allow 5 minutes for your appointment, and they will be given on a first come first served basis.

We look forward to seeing you there.

Yours sincerely

A. Million

Mrs A Million
Principal

My child isin class

I would prefer to attend between
(please tick as appropriate)

3.20 – 4.20

4.20 – 5.20

5.20 – 6.00.....

Signed

Child

Appointment time agreed with the class teacher is

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

CONFIDENTIALITY NOTICE: This letter, including any attachments, is for the sole use of the intended recipient(s) and may contain privileged information.
Any unauthorised review, use, disclosure or distribution is prohibited.
If you are not the intended recipient, please contact the Outwood Grange Academies Trust and destroy all copies of the original letter.