



Chilwell Croft Academy

All different • All equal • All achieving

Chilwell Croft, Newtown, Birmingham, West Midlands, B19 2QH

Telephone: 0121 464 3402

Fax: 0121 464 2088

Website: www.chilwellcroftacademy.com

Email: enquiry@chilwellcroftacademy.com

Headteacher: Julie Berrow

Executive Director: Heather Roberts

Tuesday 9th October 2018

Dear Parents/Carers,

Year 1 - Pupil Progress Meetings – Monday 15th October 2018

I would like to welcome you to your son/daughter's Year 1 Pupil Progress Meeting which is taking place on Monday 15th October 2018. This will be an opportunity for you to discuss your child's progress with their teachers, see how your child has settled into their new class, what they are currently working on and their targets for the end of the year.

We are trialling this new system to give longer appointments with more flexibility with times.

Please indicate on the bottom of the slip the time slot that would be most convenient for you to see the class teacher. Meetings will be 15 minutes and we will endeavour to allocate a time as close the requested time slot as possible. The class teacher will contact you once the replies are in and offer you an appointment time.

Yours sincerely,

Julie Berrow
Headteacher

Year 1 - Pupil Progress Meetings – Return Form Monday 15th October 2018

Your name (s): _____

Your child's name	Class	Teacher to complete this column with the appointment time given

If possible I would like my appointment to be within the following time slots (please tick your choice):-

8.00 – 9.00 am	9.00 – 10.00 am	10.00 – 11.00 am	11.00 – 12.00	12.00 – 1.00 pm	1.00 – 2.00 pm	2.00 – 3.00 pm	3.00 – 4.00 pm	4.00 – 5.00 pm

Signed: _____

Date: _____

Please return to your child's class teacher by **Thursday 11th October 2018**. Once times have been allocated, the form will be returned to you.