



Mill Lane
Batley
West Yorkshire
WF17 6EG

Phone: 01924 477544 Text: 07864 116308
E-mail: office.milllane@kirkleeseducation.uk
Website: www.mill-lane.org.uk

Headteacher: Christine Barlow

12 March 2018

Dear Parent/Carer

We are holding parents' evening on **Wednesday 21 March from 3.40pm – 7.20pm**. You are invited to make an appointment to discuss how your child's progress and how best to help them in the future.

Please return your appointment request by close of school on **Thursday 15 March 2018**. If you miss this deadline you will **NOT** be allocated an appointment until all the on time applications have been given an appointment. Please indicate on the form below your preferred appointment time. Each appointment will be 10 minutes in order to accommodate all parents. If you have any concerns that require longer discussion, please make alternative arrangements at a mutually convenient time. All parents will receive their allocated appointment time(s) on **Friday 16 March 2018**.

Please note we will be using the hall doors to gain admittance to school and **not** the main entrance.

Yours sincerely

Miss C Barlow
Headteacher

✂.....

Parents' Evenings

Name of child _____ Class _____

First choice _____ Second choice _____

(Office use only)

Appointment for Parents Evening at Mill Lane School

An appointment has been made for you to see your child's teacher on:

Wednesday 21 March 2018 at _____

Learning through hard work, friendship and fun.

