

Willow Dene School

Swingate Lane, Plumstead, London, SE18 2JD

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Website: www.willowdene.compassps.uk

Executive Head Teacher: Rachel Harrison

Deputy Head Teachers: Claire Barnes, Claire Bayfield, Emma Bennett and
Katie Dooley



6th November 2023

Dear Willow Dene Parents/Carers

Parents Evening on Wednesday 15th November 2023 - Oakmere Road

You are warmly invited to attend Parents Evening on 15th November. You will have an opportunity to meet with your child's class teacher in person, on the telephone or via teams between 3.30pm – 5.00pm.

Approximately 10 minutes will be set aside for you to talk about your child's progress.

For those of you new to Willow Dene School, our Autumn term Parents Evening is a chance for you to ask questions and for us to talk about how your child has settled into the new school year.

Please indicate on the form attached to this letter your preferred option and time of meeting. Please return this form by Friday 10th November to your child's class teacher.

At Swingate Lane we will have representatives in the hall from our school specialist teams such as our Swim, Family Support, MOVE, Sensory Processing and Outdoor Learning Teams who can talk to you about your child and about their role.

When we have collated all the replies, we will let you know the time of your meeting.

Yours sincerely

A handwritten signature in black ink that reads "R. T. Harrison". The signature is fluid and cursive.

Rachel Harrison
Executive Headteacher of Willow Dene School

Please return to your Child's Class Teacher by Friday 10th November 2023

Parents Evening – Wednesday 15th November 2023

Child name _____ Class _____

Please tick which option you prefer.

In person	
Microsoft teams meeting	
Telephone meeting	

Please tick three preferred time options, the exact time allocated will be notified to you once all replies have been received.

3.30pm – 3.40pm	
3.40pm – 3.50pm	
3.50pm – 4.00pm	
4.00pm – 4.10pm	
4.10pm – 4.20pm	
4.20pm – 4.30pm	
4.30pm – 4.40pm	
4.40pm – 4.50pm	
4.50pm – 5.00pm	

Signed Parent / Carer _____ Date _____