



Willow Lane
Community Primary School

Willow Lane,
Lancaster,
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Headteacher: Lucy Naylor

Monday 7th November 2022

Dear Parents and Carers,

Parent and Carer Drop-In Afternoon

A reminder that tomorrow afternoon is our Parent and Carer Drop-In sessions. It is an opportunity to talk to your child's class teacher about how your child is getting on in school. The meeting with class teachers should last about 5 minutes. They will take place in the school hall from 2.30pm – 5.30pm. Please enter through the school hall doors.

We expect the busiest period to be between 3pm and 4pm, when there may be a wait for meeting teachers. There will be tea and coffee available and you will be able to look through a selection of your child's books while you are waiting. You will also be able to meet separately with Miss Naylor (Headteacher), Mr Webster (Deputy Headteacher), Mrs Birdsall (SENDCo) and Mrs Banks (Pastoral Manager) if you have any other questions or points to discuss.

There will be a space in the hall for children to wait while you meet with your child's class teacher.

We look forward to seeing you tomorrow. If you are unable to attend tomorrow, but would like to speak to your child's class teacher, please contact the school to make an appointment.

Kind regards,

Lucy Naylor
(Headteacher)

