



Head Teacher: Mrs M Bringan  
Deputy Head Teacher: Miss C Cheshire

Whitehall Infant School  
Cowley Road  
Uxbridge  
Middlesex  
UB8 2LX

Tel: (01895) 590112  
Email: [office@mail.whitehallinf.org](mailto:office@mail.whitehallinf.org)  
[www.whitehall-inf.hillingdon.sch.uk](http://www.whitehall-inf.hillingdon.sch.uk)

Tuesday 8<sup>th</sup> October 2019

Dear Parents / Carers,

### **Autumn Term Parent and Teacher Meetings**

I am writing to invite all parents and carers to attend our Autumn Term Parent and Teacher Meetings which have been arranged for this half term.

For parents of children in **Reception** there will be appointments available as follows:

**Tuesday 15<sup>th</sup> October 3:30pm – 5pm**  
**Thursday 17<sup>th</sup> October 3:30pm – 7pm**

You will be able to make an appointment to meet with your child's class teacher. Each appointment will last for approximately 10 minutes. Teachers hope to be able to discuss your child's targets, how they have settled into their new class, and will share some of the key areas your child will be focusing on in the term ahead. It will also be a good opportunity for you to share any concerns, or ask any questions you may have.

These meetings will take place in the school hall. Please arrive at the school hall door at your allotted time.

You are welcome to bring your child with you to your appointment as it is often helpful for them to be present.

**Class teachers have put up appointment sheets in order for you to sign up for an appointment.**

Yours sincerely,

Miss C Cheshire  
*Deputy Head Teacher*



*Learning at the heart of everything we do*

