

WINDSOR HILL PRIMARY SCHOOL

Monday 5th October 2026

Dear Parent / Guardian,

PARENT TEACHER MEETINGS - P1 - P7 Pupils

Your child's teacher will be available to talk to you during the week beginning **Monday 19th October 2026**

Telephone appointments can also be made available for parents unable to come into school.

Meetings will be scheduled to last 10 minutes for each pupil. Please tick below the most suitable time slot and return this form to the class teacher by **Monday 12th October**.

Teachers will try to accommodate your request for a preferred day; the school will allocate an interview time to you. I would be grateful if you would assist the teachers by arriving promptly and by keeping to the interview time allocated.

On Friday 23rd October school is closed for staff training and from Monday 26th - Friday 30th October for half term holidays.

Arrangements are being made for Interpreters to be available in school the previous week for parents for whom English is not their first language. These appointments will be sent out separately.

Appointment slips will be distributed as soon as is practical during the week beginning Monday 12th October . If you have any particular restrictions on time, e.g. due to work commitments, please indicate below.

Please note that school will finish for all pupils @ 1:45 pm during the interview week and there will be NO after school activities that week.

I. McKane
Principal

Please return ONE reply slip per family - with the oldest family member.

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Parent Teacher Interview Reply Slip

Day	Interview in school	Telephone Appointment
Monday 19 th October		
Tuesday 20 th October		
Wednesday 21 st October		
Thursday 22 nd á October		
No particular preference		

Name(s) of child / children: _____ Class: _____
_____ Class: _____
_____ Class: _____

Signature of Parent / Guardian: _____

Date: _____