



ALTHAM ST JAMES' CE PRIMARY SCHOOL

Burnley Road, Altham, Accrington, Lancashire BB5 5UH

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Headteacher: Mrs Carol Woods

6th October 2026

Dear Parents

Please find attached an appointment slip for you to request a time to come and see your child's teacher on Monday 19th October, from 3:30-6pm.

These are just 5-minute time slots, if you would like to discuss something in more detail, please complete the box below.

If you would like an appointment with Mrs Woods also tick below.

The times that you request cannot be guaranteed and will be based on a first come first served basis.

Yours faithfully

Mrs CA Woods

Headteacher

Name of Child/Children

Teacher

Times	Preference
3:30 - 4:25pm	
4:30 - 5:25pm	
5:30 - 6:00pm	
I need a longer time	
I need a different day	
I would prefer a telephone call	My number is My preferred day/time is
Appointment with Mrs Woods	

Please complete and return slip as soon as possible.

