



ALTHAM ST JAMES' CE PRIMARY SCHOOL

Burnley Road, Altham, Accrington, Lancashire BB5 5UH

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web: www.altham.lancs.sch.uk

Headteacher: Mrs Carol Woods

13th March 2024

Dear Parents

Please find attached an appointment request slip for you to request a time to come and see your child's teacher on Monday 25th March, from 3:30-6pm.

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

If you require a longer time with your child's class teacher, or if this day is not convenient, please speak to the school or your child's teacher to arrange a different time.

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	
If you need a longer time or a different day/time please complete this box.	
I would prefer a telephone call	My number is My preferred day/time is

Please complete and return slip as soon as possible.

