

## **Cedarbank School**

## HEAD TEACHER: Ms Ann M. O'Hagan

Ladywell East Livingston EH54 6DR

Tel: 01506 442172

e-mail: cedarbank@westlothian.org.uk

7<sup>th</sup> November 2018

Dear Parent/Carer,

We look forward to welcoming you to our S1-3 Parents/Carers evening at Cedarbank School on Thursday 15th November.

You will have received your child's Interim Report and I hope this has given you a flavour of the progress they are making.

The format of the evening will be a 15 minute meeting with your child's Tutor teacher. This teacher sees your child for at least one lesson each day and is the first point of contact for any issues. The teacher will share with you information from other teaching and support staff to give you a full picture of your child in Cedarbank School.

Tutor teachers will be available from 4.00 - 5.45pm to meet with you.

We will inform you of your allocated meeting time on Monday 12th November. If you have a preference for your 15 minute meeting, please contact the school office before Friday 9th Nov. We will try our best to accommodate you with a preferred time slot. If you are **not** able to attend the Parents/Carers evening please contact the school by Friday.

Mrs Cairns (Principal Teacher Support for Learning), Ms O'Hagan (Head Teacher) and myself will be available on the evening.

You are very welcome to bring children with you on the evening.

We look forward to seeing you next week.

Yours sincerely,

Alison Lindsay Depute Head teacher



For your diary, future Parents/Carers meetings are:

S3 – Thurs 7<sup>th</sup> March 2019 4.00 – 6.00pm with subject teachers in Cedarbank School
Tues 30<sup>th</sup> April 2019 6.00 – 7.00pm transition to Deans CHS information meeting at Deans CHS, Cedarbank Annexe

S1/2 – Thurs 16<sup>th</sup> May 2019 4.00 – 6.00pm with Group tutors at Cedarbank School









INVESTOR IN PEOPLE