



Westfield *Community* School



Montrose Ave,  
Wigan,  
WN5 9XN  
Tel. 01942 776007

Head Teacher Mrs S Baker BA Hons (QTS) N.P.Q.H. CEA

Dear Parent / Guardian

**APPOINTMENT SYSTEM WILL OPEN MONDAY 16<sup>th</sup> MARCH FOR PARENTS' EVENING - WEEK COMMENCING 23<sup>RD</sup> MARCH**

We are pleased to inform you that Parents' Evening will be held face to face on Monday 23<sup>rd</sup> March and Thursday 26<sup>th</sup> March from 3.30pm to 6pm.

You can book a 10-minute appointment with your child's class teacher by logging into your Arbor account and following the Parents' Evening tab, click on the slot you wish to book and press confirm.

For the children who work in the PODS, please book an appointment with the POD Teacher and not the class teacher.

If you are having difficulties using the appointment booking system, please contact the school office as soon as possible on 01942 776007.

With kind regards

Mrs S. Baker  
Head Teacher



CUSTOMER  
SERVICE  
EXCELLENCE



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