

Ridgewood Community High School

Eastern Avenue, Burnley, BB10 2AT

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Email: office@ridgewood.lancs.sch.uk
Website: www.ridgewood.lancs.sch.uk

Headteacher: Mr I Carden
Deputy Headteachers: Mrs G Robinson, Mrs L Talbot



Dear Parent/Carer,

We are pleased to invite you to attend our upcoming Parents' Evening on **Wednesday 20th May**, which will take place between **3:45pm and 6:00pm**.

This is an important opportunity for you to meet with your child's teacher to discuss their progress, achievements, and next steps in learning. Each appointment will be allocated a 10-minute time slot to ensure all families have the chance to attend.

Appointment times:

4:00pm – 6:00pm (by scheduled time slots)

Please complete the reply slip below with your preferred 30-minute time window and we will endeavour to give you an appointment within this time. Once an appointment has been allocated you will be contacted with the details of your meeting with your child's teacher.

We kindly ask that you arrive promptly for your allocated time to help the evening run smoothly. If you are unable to attend on this date, please contact the school office so that we can make alternative arrangements to discuss your child's progress.

We look forward to seeing you and working together to support your child's continued success.

Yours sincerely,

Mr Ian Carden
Headteacher

Parents' evening reply slip Wednesday 20th May 2026

Name of Child _____

I can attend I cannot attend

Preferred time (please tick one)

3.45 pm – 4.15 pm 4.15 pm - 4.45 pm 4.45 pm - 5.15 pm

5.15 pm - 5.45 pm 5.45 pm - 6.00 pm

Please return to class teams by Friday 1st May 2026. Thank you