

Reed First School

04 March 2019

Dear Parents,

Parent Consultations: *Early Years, Infants & Juniors: Monday 1st April 2019*

Please indicate on the slip below your preferred time and we will try to allocate appointments within this slot. Appointments are for 10 minutes but if you feel you may need a longer time please indicate this and an appointment can be made with the class teacher on a different occasion. If it is not possible for you to come on this date please let the school office know and another date can be arranged.

Please also indicate if you would like to see Mrs Harvey, as head teacher, that afternoon or at another mutually convenient time. The school office will be in touch to arrange an appointment.

As there will be no one available in school to look after younger siblings or indeed your school age child(ren) after 3.15pm, please ask another parent if they could mind your child(ren) for the 10 minutes you are with the teacher.

I would be grateful if you could return the slip as soon as possible but at the latest by Monday 11th March 2019.

Yours sincerely

Mrs J. Harvey
Headteacher

✂

Parent Consultations: *Early Years, Infants & Juniors: Monday 1st April 2019*

Please circle which time slot you would prefer.

I would like to see Miss Riches between 1.30- 3.00pm, 3.30- 6.30pm

I would like to see Miss Panter between 1.30- 3.00pm, 3.30- 6.30pm

I would like to see Mrs Tansley between 1.30- 3.00pm, 3.30- 6.30pm

I would like an appointment with Mrs Harvey between 3.30 -6.30pm YES / NO

I would like an appointment with Mrs Harvey at another time YES / NO

Child's name.....