

# Reed First School

27 February 2017

Dear Parents,

**Parent Consultations:    *Early Years, Infants & Juniors: Tuesday 28<sup>th</sup> March 2017***

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 speak to your child's teacher.

Please also indicate if you would like to see Mrs Harvey, who will be available after 3.30pm.

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 20<sup>th</sup> March 2017.

Yours sincerely

**Mrs J. Harvey**

Headteacher

✂ .....

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***Please circle which time slot and day you would prefer.***

I would like to see Mr Richardson 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 also like an appointment at another time with Mrs Harvey                    YES / NO

Child's name.....