Reed First School

19 September 2017

Dear Parents,

Parent Consultations: ***Early Years, Infants & Juniors: Monday 16th October 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 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, and 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 2nd October 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 Mrs Harvey/Mrs Kershaw 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…….