



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Tuesday 30th January 2018

Dear Parent/Carer

On **Wednesday 21st February** between **3:30pm and 6:30pm**, and **Thursday 22nd February** between **3:30pm and 5:30pm** there will be opportunities for you to meet with teachers to discuss your child's progress, hear about their targets and areas of learning.

Please return the reply slip as soon as possible, with your preferred time band/s, **to your child's teacher** who will then make you an appointment as near as possible to the time you have requested. So that teachers are able to keep as close as possible to appointment times, each discussion can only be for a maximum of 10 minutes. Children in Reception have 15 minutes.

If you would like to book an appointment to meet with the SENCo, Dr Diane Gwilliam, **please sign up for a slot at the School Office**. She will be available on **Thursday 22nd February** between **3:30pm and 5:30pm**.

Yours faithfully

Becky Linford
Head Teacher

Please return this slip to your child's teacher as soon as possible

Child's Name _____ Class _____

(please circle preferred times)

Wednesday 21st February

between 3:30pm and 4:30pm

between 4:30pm and 5:30pm

between 5:30pm and 6:30pm

Thursday 22nd February

between 3:30pm and 4:30pm

between 4:30pm and 5:30pm

I also have a child(ren) in Class(es) _____ Signed _____

