



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Thursday 12th October 2017

Dear Parent/Carer

On **Wednesday 1st November** between **4:00pm and 6:30pm**, and **Thursday 2nd November** 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 attached slip as soon as possible indicating a convenient time band **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 **Wednesday 1st November** between **3:30pm and 6:30pm**.

Yours faithfully

Becky Linford
Head Teacher

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

Child's Name _____ Class _____

I/We would like to see my/our child's teacher at one of the following times:

(please **delete** any times which are **NOT** convenient)

Wednesday 1st November

between 4:00pm and 4:30pm

between 4:30pm and 5:30pm

between 5:30pm and 6:30pm

Thursday 2nd November

between 3:30pm and 4:30pm

between 4:30pm and 5:30pm

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

