



Huyton with Roby C.E. Primary School
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Huyton
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Headteacher J Stratford (Mrs)

30th March 2017

Reception to Y6 classes only

Dear Parents

Class teacher, parents and children are meeting to discuss expectations and targets.

Please note that the children will not be finishing early and need to be collected at normal finish time at 3.10pm.

Please could you complete the form below and return it to your child's teacher as soon as possible. If you have more than one child in the school, please send the form into school with your eldest child.

Your child's teacher will try to allocate **you and your child a 10 minute appointment** in the time period you specify. Parents who send their forms in promptly will have the times requested. If you feel you need more than 10 minutes please make another appointment with the class teacher for a meeting later in the term. It is important for both the teachers and the parents to keep to their appointed times because delays lead to queues and this could cause problems for parents with more than one child in the school. If you are kept waiting more than 10 minutes after your appointment time, please inform me in writing as the staff have been requested to keep strictly to the appointed times

Yours faithfully

J Stratford (Mrs)
 Headteacher

.....
 Please tick the times which are convenient

Name(s)..... Class.....

Tuesday 25th April 2017

Tuesday 2nd May 2017

- 3.30pm - 4.00pm.....
- 4.00pm - 4.30pm.....
- 4.30pm - 5.00pm.....
- 5.00pm - 5.30pm.....
- 5.30pm - 6.00pm.....

- 3.30pm - 4.00pm.....
- 4:00pm - 4:30pm
- 4:30pm - 5:00pm
- 5.00pm - 5.30pm.....
- 5.30pm - 6.00pm.....

SignedParent/Carer