



# Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Wednesday 10<sup>th</sup> October 2018

Dear Parent/Carer

On **Tuesday 30<sup>th</sup> October** between **3:30pm and 5:30pm** and **Thursday 1<sup>st</sup> November** between **3:30pm and 6:30pm** there will be opportunities for you to meet with teachers to discuss your child's progress, and 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 SENDCo, Dr Diane Gwilliam **please sign up for a slot at the School Office**. She will be available on **Thursday 1<sup>st</sup> November** between **3:30pm and 6:30pm**.

Yours faithfully

Becky Linford  
Head Teacher

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

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Please **CIRCLE** preferred time(s)

**Tuesday 30<sup>th</sup> October**

between 3:30pm and 4:30pm

between 4:30pm and 5:30pm

**Thursday 1<sup>st</sup> November**

between 3:30pm and 4:30pm

between 4:30pm and 5:30pm

between 5:30pm and 6:30pm

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

