



Executive Headteacher: Mrs E Radley
Head of School: Mr R Chipperfield

Surfleet Primary School
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11th October 2021

Dear Parents/Carers

Parent/Teacher meetings

You are invited to attend a meeting to discuss your child's progress. The meetings will take place on **Tuesday 19th October and Wednesday 20th October**. The times will be from 3.30pm until 6.00pm.

Your child's books will be available to look through.

If you would like to arrange a meeting please complete the return slip below by Thursday 14th October. Please make a note of your preferred day and time. We shall do our best to match requests as closely as possible and we will allocate times on a first come, first served basis. If we do not receive a slip, we will allocate a day and time ourselves.

Kind regards

R Chipperfield

Mr R Chipperfield
Head of School

Parent/Teacher meetings October 2021

Child's Name..... Class.....

Please circle **both** your preferred date and time.

Preferred day **Tuesday 19th October**

Preferred time **3.30-4.30** **4.30-6.00** **Anytime**

Preferred day **Wednesday 20th October**

Preferred time **3.30-4.30** **4.30-6.00** **Anytime**

Signed.....



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