



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

Surfleet Primary School  
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24th January 2023

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 7<sup>th</sup> February and Wednesday 8<sup>th</sup> February**. 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 Wednesday 1st February. 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

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**Parent/Teacher meetings February 2023**

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

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

Preferred day **Tuesday 7<sup>th</sup> February**

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

Preferred day **Wednesday 8<sup>th</sup> February**

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

Signed.....



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