

# Lady Margaret Primary School

Lady Margaret Road, Southall, Middlesex, UB1 2NH

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**Head teacher:** Mrs H Rai MA NPQH NPQEL **Chair of Governors:** Mr S Prebble

**Deputy Head teacher:** Miss L Simpson **Deputy Head teacher:** Miss P Bal

**School Business Manager:** Mrs A Hancock



Friday 17<sup>th</sup> September 2021

## Parent/Teacher consultations for years 3 and 4

Dear Parents/Carers,

We would like to invite you to attend a meeting with your child’s class teacher on **Tuesday 5th October**. This is an excellent opportunity for you to discuss how your child has settled into their new year group and how they are progressing with their learning. You will also have an opportunity to view your child’s work.

In light of the current circumstances, we will be offering telephone consultations for those parent/carers who are unable to make a face-to-face appointment. Please indicated in the correct column the most suitable time slot and we will aim to accommodate you.

If you require translation, please indicate a preferred time slot and the language you require.

Face-to-Face consultation <i>(Please tick a slot)</i>		Telephone consultation <i>(Please tick a slot)</i>	
3:30 – 4		3:30 – 4	
4 – 4:30		4 – 4:30	
4:30 – 5		4:30 – 5	
5 – 5:30		5 – 5:30	
5:30 – 6		5:30 – 6	
6 – 6:30		6 – 6:30	

If you require translation, please select a suitable time for us to contact you as above, and we will aim to provide this.

If you have selected a telephone consultation, please provide a number:.....  
Please state the language you require:.....

I understand that: -

- I may not necessarily be given my preferred slot if this has already been allocated
- I will receive a confirmation slip showing my exact time slot

Signed ..... Date .....