

# 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



Where children come FIRST

Wednesday 26<sup>th</sup> January 2022

Dear parents/carers,

## Parent Teacher Meetings

You are invited to participate in a **telephone appointment** with your child’s teacher to discuss your child’s learning, motivation, progress and success so far this term. Due to a number of COVID cases, we have decided these meetings should be held remotely.

Please indicate on the slip below when you would like your slot. Appointments will be allocated between **3:45pm and 6:30pm on Tuesday 8<sup>th</sup> February**

We will then send you a confirmation slip so that you know which time you have been allocated. Please also provide us with your preferred contact number, if you require translation and if so, in which language. At the time of your appointment, numbers will appear as unknown, so please be mindful of this.

Yours sincerely,

Helen Rai  
Headteacher

Name of Child:..... Class .....

If possible, I would like my appointment during the time slot which I have ticked

	Please tick
3:45 – 4:15	
4:15 – 4:45	
4:45 – 5:15	
5:15 – 5:45	
5:45-6:25	

Please contact me on the following number:.....

I require translation in the following language. Please state:.....

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 .....