

William Read Primary Academy

Long Road Canvey Island Essex SS8 0JE

Company Number 9154404

Executive Headteacher Emma Lane MBE

Head of School Tracy Gravely

Telephone 01268 683053/683818

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February 2024

Dear Parents/Carers

We will be having parent consultation sessions for the children in Mrs Moore's class on **Tuesday 26th March** from 1:00 – 6:00pm.

Would you please complete the slip below by placing a tick against the time you would prefer and return to your child's class teacher by Friday 8th March.

If you have more than one child staff will liaise over appointment times.

An interview time will then be arranged and sent home. If you wish you will be able to take your child and any brothers or sisters in the school home after your consultation session.

Yours sincerely

Mrs T Gravely
Head of School

Consultation Session on 26th March

Please complete and return to class teacher

Child's Name:

Class:

1:00 – 2:00 ☐

2:00 – 3:00 ☐

3:00 – 4:00 ☐

4:00 – 5:00 ☐

5:00 – 6:00 ☐

Please tick the time preferred and return to the class teacher by Friday 8th March.

Names of brother(s) / sister(s) in Mrs Moore's class or year 6	Class

'If we believe, we will achieve'

