

William Read Primary Academy
Long Road Canvey Island Essex SS8 0JE
Company Number 9154404



Executive Headteacher Emma Lane MBE
Head of School Tracy Gravely
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November 2024

Dear Parents/Carers

We will be having parent/carer consultation sessions for years 3, 4, 5 and 6 on Wednesday 11th December from 1:30 – 5:30.

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 Wednesday 20th November.

If you receive an invitation to attend a One Plan meeting with myself and your child's class teacher, you do not need an appointment.

If you have more than one child in these classes, staff will liaise over appointment times.

An interview time will then be arranged and sent home on Wednesday 27th November. 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 Gravely
Head of School

Consultation Sessions

Please complete and return to class teacher

Please tick the time preferred and return to the class teacher by Wednesday 20th Nov.

Child's Name: Class:

1:30 – 3:00 3:00 – 4:00 4:00 – 5:30

Sibling(s) in 3R, 4W, 5DH or 6CA

Signed (Parent/Carer) Dated

'If we believe, we will achieve'



