

**Essex County Council**  
**William Read Primary School and Nursery**  
**Long Road Canvey Island Essex SS8 0JE**  
**Headteacher Mr. T. Martinson BAEd (Hons), NPQH**  
**Deputy Headteacher Mrs. K. Garrick B.Ed (Hons)**  
**Telephone 01268 683053/683818**  
**Fax 01268 683345**  
**Website www.williamread.essex.sch.uk**



Monday, 14 October 2019

Dear Parents and Carers,

**PARENT CONSULTATION MEETINGS**

Parents are asked to attend a short meeting to discuss their child's progress and areas for improvement. Appointments can be made on the evenings of Tuesday 22<sup>nd</sup> October or Thursday 24<sup>th</sup> October.

Please complete the slip below indicating your preferred time by Thursday 17<sup>th</sup> October. You will then receive the slip informing you of your appointment time. All consultations will be held in the Thames Hall and can last no longer than ten minutes.

Yours sincerely,

Mr. T. Martinson  
 Headteacher

**PARENT CONSULTATION MEETINGS**

**Child's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

Tuesday 22 <sup>nd</sup> October	Please tick timeslot
3.30pm – 5.00pm	
5.00pm – 6.30pm	
6.30pm – 7.30pm	

Thursday 24 <sup>th</sup> October	Please tick timeslot
3.30pm – 4.30pm	
4.30pm – 5.30pm	

Date & Time of Appointment (to be completed by class teacher) \_\_\_\_\_

