

**William Read Primary and Nursery Academy**  
Long Road, Canvey Island, Essex SS8 0JE



**Head of School** Mrs T Gravely  
**Executive Headteacher** Mrs E Lane MBE

**Telephone** 01268 683053/683818  
**Website** www.williamread.essex.sch.uk

November 2025

Dear Parents/Carers

We will be having parent/carer consultation sessions for Miss Gillbe, Mrs Westbrook and Mrs Rogers' classes on Tuesday 9<sup>th</sup> December from 1:00 – 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 Monday 1<sup>st</sup> December.

If you have attended a One Plan meeting with 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 3<sup>rd</sup> December. 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 Monday 1<sup>st</sup> December.**

Child's Name: ..... Class: .....

1:00 – 3:00  3:00 – 4:00  4:00 – 5:30

Sibling(s) in RG, 1W or 23R .....

Signed (Parent/Carer) ..... Dated .....