

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 Mrs Dove/Mrs Young, Miss Riches, Mrs Clark/Mrs Harris and Miss Griffin's classes on Thursday 11th 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 1st 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 3rd 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 1st December.

Child's Name: Class:

1:00 – 3:00 3:00 – 4:00 4:00 – 5:30

Sibling(s) in 34DY, 4R, 5CH and 6G

Signed (Parent/Carer) Dated