

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

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

Telephone                              01268 683053  
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February 2026

Dear Parents/Carers

We will be having parent/carer consultation sessions for **RG and 1W on Tuesday 17<sup>th</sup> March** 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 Friday 27<sup>th</sup> February.

An interview time will then be arranged and sent home on Tuesday 3<sup>rd</sup> March. If you wish you will be able to take your child and any brothers or sisters in the school home after your consultation session.

If, this term, you will be attending a One Plan meeting with myself and your child's class teacher, you do not need to attend Parent Consultations as well.

Yours sincerely

Mrs Gravely  
Head of School

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**Consultation Sessions**

**Please complete and return to class teacher**

**Please tick the time and date preferred and return to the class teacher by Friday 27<sup>th</sup> Feb.**

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

Tuesday 17<sup>th</sup> March            1.30 – 3.00               3.00 – 4.00               4.00 – 5.30  

<b>Names of brother(s) / sister(s) in YR or 1W</b>	<b>Class</b>