

WEST SUSSEX COUNTY COUNCIL
SOUTHBOURNE JUNIOR SCHOOL

New Road, Southbourne, Emsworth, Hants PO10 8JX

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Headteacher : Mrs L. Gasser, BEd (Hons), NPQH



9th October 2023

Dear Parents,

Parent-Teacher Consultations.

Parent-Teacher consultations will be held on Wednesday 1st November between 3.30 - 6.30 pm and on Thursday 2nd November between 4.00 – 7.00 pm. Could you kindly complete the attached slip, indicating your preference of date. We can then confirm with you a specific time within the allocated timespan.

We will arrange private consultations between parents and staff during the evening and, therefore, we will be grateful if parents could wait outside their child's classroom until their appointment. Your child is invited to attend the appointment with you, if you wish.

If you request a joint appointment with our SENDCo, these will be assigned in the order they are received. When preferred appointments are not available, you will be contacted with alternatives.

Yours sincerely,
Mrs L. Gasser

Parent-Teacher Consultations.

Child's name _____ Class _____

I would prefer an appointment on Wednesday 1st November (3.30 – 5.00 pm). ☐

Wednesday 1st November (5.00 – 6.30 pm). ☐

I would prefer an appointment on Thursday 2nd November (4.00 – 5.30 pm). ☐

Thursday 2nd November (5.30 – 7.00 pm). ☐

Optional:

I would like Mrs Cowdry (SENDco) to attend this appointment. ☐

I would like Mrs Cowdry to contact me to arrange a 1:1 appointment at a later date. ☐

(Please tick box as appropriate).

If you have more than one child's class to visit, it would help us to compile a workable timetable if you could indicate below any of your other children who are in different classes.

Name _____ Class _____

Name _____ Class _____

Parent – Teacher Consultations.

Child's name _____

We will be pleased to see you at _____ on Wednesday 1st November
Thursday 2nd November