

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

13<sup>th</sup> October 2025

Dear Parents,

**Parent-Teacher Consultations.**

Parent-Teacher consultations will be held on Wednesday 5<sup>th</sup> November and Thursday 6<sup>th</sup> November between 3.40 - 6.40 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

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**Parent-Teacher Consultations.**

Child's name \_\_\_\_\_ Class \_\_\_\_\_

I would prefer an appointment on Wednesday 5<sup>th</sup> November (3.40 – 5.00 pm).

Wednesday 5<sup>th</sup> November (5.00 – 6.40 pm).

I would prefer an appointment on Thursday 6<sup>th</sup> November (3.40 – 5.00 pm).

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**Optional:**

I would like a SENDCo to attend this appointment.

I would like a SENDCo 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 \_\_\_\_\_