

WEST SUSSEX COUNTY COUNCIL  
**SOUTHBOURNE JUNIOR SCHOOL**

New Road, Southbourne, Emsworth, Hants PO10 8JX



Telephone : 01243 375878  
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Headteacher : Mrs L. Gasser

8<sup>th</sup> February 2016

Dear Parents,

**Parent-Teacher Consultations.**

Parent-Teacher consultations will be held on Tuesday 1<sup>st</sup> March between 3.30 - 7.30 p.m. and on Wednesday 2<sup>nd</sup> March between 3.30 – 6.00 p.m. 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.

If your child works individually with Mrs Stone and you would also like to see her to discuss your child's progress she will be available on Wednesday. Please tick the box and she will make an appointment to see you during that evening.

We will arrange private interviews 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.

Yours sincerely,  
Mrs L. Gasser

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**Parent-Teacher Consultations.**

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

I would prefer an appointment on	Tuesday 1 <sup>st</sup> March (3.30 – 5.30 p.m.).	<input type="checkbox"/>
	Tuesday 1 <sup>st</sup> March (5.30 – 7.30 p.m.).	<input type="checkbox"/>
I would prefer an appointment on	Wednesday 2 <sup>nd</sup> March (3.30 – 4.30 p.m.).	<input type="checkbox"/>
	Wednesday 2 <sup>nd</sup> March(4.30 – 6.00 p.m.).	<input type="checkbox"/>
I would like to make an appointment to see Mrs Stone.		<input type="checkbox"/>

**(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 \_\_\_\_\_

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**Parent – Teacher Consultations.**

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

We will be pleased to see you at \_\_\_\_\_ on Tuesday 1<sup>st</sup> March.  
Wednesday 2<sup>nd</sup> March.