WEST SUSSEX COUNTY COUNCIL

SOUTHBOURNE JUNIOR SCHOOL

New Road, Southbourne, Emsworth, Hants PO10 8JX

Telephone : 01243 375878
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e-mail : office@southbournejuniors.co.uk

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

14th October 2026

Dear Parents,

Parent-Teacher Consultations.

Parent-Teacher consultations will be held on Wednesday 4th November and Thursday 5th 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 would like an appointment with our SENDco, please indicate in the box below. Miss Franklin will contact your directly to arrange either a 1:1 or telephone appointment with you at a later date.

Yours sincerely,
Mrs L. Gasser

Parent-Teacher Consultations.

Child's name _____ Class _____

I would prefer an appointment on Wednesday 4th November (3.40 – 5.00 pm). ☐

Wednesday 4th November (5.00 – 6.40 pm). ☐

I would prefer an appointment on Thursday 5th November (3.40 – 5.00 pm). ☐

Thursday 5th November (5.00 – 6.40 pm). ☐

Optional:

I would like Miss Franklin 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 _____