

Tuesday 14<sup>th</sup> November

Dear Parents/Carers,

Whilst it is possible to make appointments to see the Head Teacher, there is also a Head Teacher's Surgery. This offers parents and carers an opportunity to meet with me to discuss experience of school and aspects of school life. Please don't forget that teachers are also available to talk to you about your child's education.

The surgery will **commence at 9am and finish at 10.15am on Thursday 16<sup>th</sup> November**. You can make an appointment in one of three ways:

1. Return the reply slip below
2. Telephone the school and book an appointment
3. Send an email to [admin@uley.gloucs.sch.uk](mailto:admin@uley.gloucs.sch.uk)

All appointments will initially be 15 minutes, with follow up appointments made if necessary; all times will be allocated on a first come, first served basis. It would be very helpful if the overall focus of the meeting could be known in advance in order that I might be able to have some answers to any particular questions, **so please return the form no later than the day before the surgery.**

Kind regards,

Zoe Mandeville

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**Please complete and return to the school office.**

I would like an appointment for the Headteacher's Surgery on the **Thursday 16<sup>th</sup> November**.

Focus points:

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Preferred Time: \_\_\_\_\_ Please specify a time and we will do our best to endeavor your appointment is made at the required time

Name: \_\_\_\_\_ Name of Child: \_\_\_\_\_