

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 2pm and finish at 4pm on Wednesday 7th 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

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 as soon as possible**.

Kind regards,

Zoe Mandeville

Please complete and return to the school office.

I would like an appointment for the Head Teacher's Surgery on the **Wednesday 7th 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: _____