

Northwick Park Primary and Nursery Academy

Company No. 9154404

Third Avenue, Canvey Island, Essex. SS8 9SU
Telephone: (01268) 684554 Fax: 01268 510783
www.northwickpark.essex.sch.uk

Headteacher: Emma Lane

October 2020

Dear Parents/Carers

We will be having consultation sessions for Reception on **Monday 9th November and Wednesday 11th November 2020**. The appointments are for ten minutes and we can only accommodate one parent/carer per child. Consultations will be between 1.00 pm and 4.00 pm. After their consultation, you will be able to take home your child and any siblings if you wish to. Please wait for your appointment on the benches at the front of the school. If you would prefer a telephone consultation, please indicate on the reply slip and you will be given an allocated time.

Would you please complete the slip below by placing a tick against the day(s) you would prefer and return to your child's class teacher by Monday 19th October. We are unable to accommodate requests for appointments after this date.

If you have more than one child staff will liaise over appointment times.

An interview time will then be arranged and sent home on Friday 23rd October.

Yours sincerely

Mrs E Lane
Headteacher

Consultation Sessions

Please complete and return to class teacher

**Please tick the day(s) preferred and return to the class teacher by Monday 19th October.
Appointments will be allocated in the order slips are received!**

Child's Name: Class:

Monday Wednesday

Please tick: I will attend the meeting at school

I would like a telephone consultation

| Names of brother(s) / sister(s) | Class |
|---------------------------------|-------|
| | |
| | |
| | |