

# Northwick Park Primary and Nursery Academy

Company No. 9154404

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[www.northwickpark.essex.sch.uk](http://www.northwickpark.essex.sch.uk)

**Headteacher: Emma Lane**

September 2020

Dear Parents/Carers

We will be having consultation sessions for Years 1 to 6 during the week – Monday 19<sup>th</sup> October to Thursday 22<sup>nd</sup> of October 2020. Parent consultations for reception will take place in November. The appointments are for five minutes and we can only accommodate one parent/carer per child. These will take place straight after school for approximately an hour every afternoon. Please wait for your appointment at the outside classroom door (staff will direct you). 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 5<sup>th</sup> 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 Monday 12<sup>th</sup> October.

Yours sincerely

Mrs E Lane  
Headteacher

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## **Consultation Sessions**

**Please complete and return to class teacher**

**Please tick the day(s) preferred and return to the class teacher by Monday 5<sup>th</sup> October.  
Appointments will be allocated in the order slips are received!**

Child's Name: ..... Class: .....

Monday  Tuesday  Wednesday  Thursday

Please tick: I will attend the meeting at school

I would like a telephone consultation

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