



Address: High Street, Harefield, Middlesex, UB9 6BT

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Executive Head Teacher: Mr A.Sunner

Head of School: Mr J.Downs

Appointment sheet for Parent Evening phone call:

Child's Name: _____ Class: _____

Your preferred appointment time for Parent Meeting on:

Tuesday 3rd November

Wednesday 4th November

3.30 - 4.00 p.m. _____

3.30 - 4.00 p.m. _____

4.00 - 4.30 p.m. _____

4.00 - 4.30 p.m. _____

4.30 - 5.00 p.m. _____

4.30 - 5.00 p.m. _____

5.00 - 5.30 p.m. _____

5.00 - 5.30 p.m. _____

5.30 - 6.00 p.m. _____

5.30 - 6.00 p.m. _____

6.00 - 6.30 p.m. _____

6.00 - 6.30 p.m. _____

Your appointment will be no more than **10 minutes** within the allocated half hour slot. Teachers will try to call twice in you time slot. Please be ready to answer the call. Calls **must** be limited to 10 minutes. If you need a longer appointment please make arrangements with your child's teacher.

Signed: _____ (Parent/Carer)



Child's name: _____ Class: _____

Dear Parent,

Your appointment for Parent Meeting Phone call

is at _____ on **Tuesday 3rd November**

is at _____ on **Wednesday 4th November**

Signed: _____ (class teacher)

HAPPINESS · COMPASSION · RESPECT · TEAMWORK