

Swanwick School and Sports College
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2nd March 2021

Dear Parents/Carers

RE: Parents Consultation Evening

We will be holding a parents/carers consultation evening remotely on Tuesday 23rd March 2021. This will give parents/carers the opportunity to virtually meet your child's form teacher to discuss their progress so far this academic year.

We are able to offer this meeting as a telephone appointment or through Microsoft Teams.

Please indicate your preferred time on the slip below and return it to school as soon as possible. 10 minute appointments will then be arranged as near to your preferred time as possible.

If you have any questions, please do not hesitate to contact the school on the above number.

Yours sincerely,

C Greenhough & D England

Parents Consultation Evening – Tuesday 23rd March 2021

Child's Name _____

I would like an appointment with my child's form teacher on Tuesday 23rd March 2021.

The best time for me would be around:

3:00pm, 3:10pm, 3:20pm, 3:30pm, 3:40pm, 3:50pm, 4:00pm, 4:10pm, 4:20pm, 4:30pm, 4:40pm, 4:50pm & 5:00pm.

I would like the appointment to be on Microsoft Teams or by Telephone (**please circle your preferred time and method of consultation**).

We would be grateful if you could provide an email address if you would like the consultation to take place over Microsoft Teams.

Print Name (Parent/Carer) _____

Signature _____ Date _____

Telephone Number _____

Email Address _____

Headteachers: C Greenhough & D England

