'Working in partnership to ensure that every learner's success is at the heart of all we do'

Radcliffe Primary School

Coronation Road, Radcliffe,
Manchester, M26 3RD
0161 723 4538
www.radcliffeprimary.com
Headteacher: Mrs A.Walsh

Friday 1st November

Dear Parent/Carer

Parents' Appointments. Reception- Year 6

This term, our teachers are offering parents' evening appointments on
Wednesday 20th November.

If you are unable to attend, please speak to your child's class teacher to arrange a more suitable time.

Please complete the slip below to indicate your preferred time; you will be given a 5-minute appointment within the time slot that you have ticked. Teachers will do their best to accommodate your requests. Please return the slip to school by **Friday 8th November.**

On the day of your appointment, please enter the school by the main entrance and you will be directed to the hall.
Please note, we will not be able to provide crèche facilities this so I must ask you to leave younger children at home. If this is likely to cause you a problem, please let me know.

Mrs A Walsh

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Parents' Appointments

Child's Name: _____ Class_____

Preferred Time on Wednesday 20th November	Please Tick
2.00pm – 2.30pm	
2.30pm – 3.00pm	
3.00pm - 3.30pm	
3.30pm – 4.00pm	
4.00pm – 4.30pm	
4.30pm – 5.00pm	
5.00pm – 5.30pm	
5.30pm – 6.00pm	

If your child has any brothers or sisters in school please indicate below, this will make it easier for our staff to coordinate appointments. Thank you.

Sibling Name……Class ……

Sibling Name……Class ……