



Leigh Beck Infant and Nursery Academy
Point Road, Canvey Island, Essex, SS8 7TD
Company No. 9154404
Executive Headteacher: Mrs E Lane
Head of School: Mrs H Greensill
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September 2020

Dear Parents/Carers

We will be having consultation sessions for Years 1 and 2 during the week - Monday 19th October to Thursday 22nd 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 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 you would prefer and return to your child's class teacher by Monday 5th October.

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 12th October.

Yours sincerely

Mrs E Lane
Headteacher

Consultation Sessions
teacher

Please complete and return to class

Please tick the day preferred and return to the class teacher by Monday 5th October.

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