



6th February 2018

Robin Way, Chelmsford, Essex. CM2 8AU.
Headteacher: Mrs Maxine Bradford BA(Ed) Hons NPQH

Dear Parents

We are holding our Parent Consultation evenings on Wednesday 28th February from 5.30pm – 8.00pm and Thursday 1st March from 3.30pm – 6.00pm. We do hope that you can attend to discuss your child’s progress. Please complete the slip below to indicate all times that are convenient to you. The class teacher will try to provide you with a 10 minute slot within the time frame that you have requested. In some circumstances it may not be possible to accommodate this in which case the class teacher will discuss this with you.

Please return the parents slip below and the teachers slip will be returned to you with your appointment time. (Please do not detach the teachers slip).

If you have any concerns regarding your child’s progress and would like to speak to one of our Special Educational Needs Co-ordinator, they will be available on Wednesday 28th February from 5.30pm – 8.00pm. Please tick the box below and Mrs. McLean or Mrs. Evans will contact you to arrange a mutually convenient time.

Yours sincerely,

Mrs. M. Bradford
Head Teacher

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Mildmay Infant and Nursery School - Reply Slip – Child’s Name: _____

Wednesday 28th February from 5.30pm – 8.00pm	Thursday 1st March from 3.30pm – 6.00pm
5.30 – 6.00pm	3.30 – 4.00pm.....
6.00 – 6.30pm	4.00 – 4.30pm
6.30 – 7.00pm	4.30 – 5.00pm
7.00 – 7.30pm	5.00 – 5.30pm
7.30 – 8.00pm	5.30 – 6.00pm

Please indicate if you have a child in another class so that the class teachers can liaise over appointment times.
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I would like to arrange an appointment to see the Inclusion Manager

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Mildmay Infant and Nursery School
Teachers Reply Slip (to be returned to you by the class teacher)

Child’s Name

Yours appointment is on Wednesday 28th February at

Thursday 1st March at

Signed Class Teacher