

Lady Margaret Primary School

Lady Margaret Road, Southall, Middlesex, UB1 2NH

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Interim Executive Head Teacher: Mrs H Rai MA NPQH NPQEL Chair of Governors: Mr S Prebble

Interim Head of School: Miss L Simpson NPQH Interim Deputy Head of School: Mrs E Hodgkinson

Interim Head of Business Operations: Mrs A Hancock



Great Learning experiences and Motivation leads to Progress and Success

Tuesday 4th October 2022

Dear parents/carers of pupils in Year 5 and Year 6,

Parent Teacher Meetings

You are invited to meet your child’s teacher for an individual appointment to discuss your child’s progress and to see some of their work on:

Wednesday 19th October 2022
Appointments will take place in classrooms

Please indicate on the slip below when you would like your slot. We will then send you a confirmation slip so that you know which time you have been allocated. Please take time to look at your child’s books and the displays in classrooms and around the school either before or after your appointment.

Senior staff will also be happy to speak to you throughout the evening.

Yours sincerely,

Mrs Hodgkinson
Interim Deputy head of school

Name of Child:..... **Class**

If possible, I would my appointment during the time slot which I have ticked:

3.30p.m. to 4.00p.m.	<input type="checkbox"/>	4.00p.m. to 4.30p.m.	<input type="checkbox"/>	4.30p.m. to 5.00p.m.	<input type="checkbox"/>
5.00p.m. to 5.30p.m.	<input type="checkbox"/>	5.30p.m. to 6.00p.m.	<input type="checkbox"/>	6.00p.m. to 6.20p.m.	<input type="checkbox"/>

I understand that:-

I may not necessarily be given my preferred slot if this has already been allocated
I will receive a confirmation slip showing my exact time slot.

Please indicate if your child has siblings in another class and we will try our best to ensure your appointments are close together. However, due to the size of the school, we cannot guarantee this.

Sibling Name:..... Class:.....

Sibling Name:..... Class:.....

Sibling Name:..... Class:.....

Signed Date