

24<sup>th</sup> November 2014

Dear parents/carers,

In order to book a time to meet your child's/children's teacher/s for a parent consultation the following system will apply.

I shall be at collection in Mile End Park (on most days) with the x6 clipboards with timeslots available. You will be able to choose a slot (10-15 minutes) from 9.15am to 5.30pm on the following days.

<b>Date</b>	<b>Class</b>	<b>Teacher</b>
Monday 8 <sup>th</sup> December	Year 1 Blue	Louise
Tuesday 9 <sup>th</sup> December	Year 1 Red	Ruksana
Wednesday 10 <sup>th</sup> December	Reception Red and Blue	Reba and Sancia
Thursday 11 <sup>th</sup> December	Year 2 Red	Ranjeni
Friday 12 <sup>th</sup> December	Year 2/3 Blue	Carmel

If you do not see me or are unable to come to collection, please telephone the administration office on 020 8980 2414 to book a suitable timeslot.

Yours faithfully,



**Amanda Phillips**  
Executive Principal