



Executive Headteacher: Mr A. Raistrick  
Head of School: Mrs L. Martin

Surfleet Primary School  
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26 January 2017

Dear Parents/Carers

### Parent/Teacher meetings

You are invited to attend a meeting to discuss your child's progress. The meetings will take place for children in **Class 1** and **Class 3** on **Monday 6<sup>th</sup> February** and **Wednesday 8<sup>th</sup> February**. The times will be from 3.30pm until 6.00pm.

For children in **Class 2** the meetings will be held in early March. Letters will be sent after half-term to parents with children in Class 2.

Your child's books will be available to look through on both evenings.

If you would like to arrange a meeting please complete the slip below and return your response via email return to [admin@surfleet.lincs.sch.uk](mailto:admin@surfleet.lincs.sch.uk) by **Tuesday 31<sup>st</sup> January**. Please make a note of your preferred day and time. We shall do our best to match requests as closely as possible.

**If we do not receive your reply, we will allocate a day and time ourselves.**

Kind regards

Mrs L Martin  
Head of School

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### Parent/Teacher meetings February 2017

Child's Name..... Class.....

Please circle **both** your preferred date and time.

Preferred day **Monday 6<sup>th</sup> February**

Preferred time **3.30-4.30**                      **4.30-6.00**                      **Anytime**

Preferred day **Wednesday 8<sup>th</sup> February**

Preferred time **3.30-4.30**                      **4.30-6.00**                      **Anytime**

Signed.....

*Working collaboratively with Pinchbeck East CofE and Spalding Primary Schools*

