



Executive Headteacher: Mr A Raistrick
Head of School: Mr R Chipperfield

Surfleet Primary School
Station Road, Surfleet, Spalding, Lincolnshire. PE11 4DB
Tel: 01775 680373
Email: admin@surfleet.lincs.sch.uk
Website: www.surfleet.lincs.sch.uk

5 October 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, Class 2 and Class 3** on **Tuesday 17th October and Wednesday 18th October**. The times will be from 3.30pm until 6.00pm.

Mr Raistrick and Mr Chipperfield will also be available should you need to speak with them. There is no need to book an appointment in this instance.

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 by **9th October**. 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

Mr R Chipperfield
Head of School

Parent/Teacher Meetings October 2017

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

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

Preferred day **Tuesday 17th October**
Preferred time **3.30-4.30** **4.30-6.00** **Anytime**
Preferred day **Wednesday 18th October**
Preferred time **3.30-4.30** **4.30-6.00** **Anytime**

Signed.....

Working collaboratively with Pinchbeck East CofE and Spalding Primary Schools

