

Torriano Junior School

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Executive Headteacher: Bavaani Nanthabalan MA

Head of School: Helen Bruckdorfer BA

Monday 14th October 2013

Dear Parent/Carer

Parents Meeting

You are invited to meet your child's teacher on **Monday 21st and Tuesday 22nd October 2013** to discuss your child's progress. Meetings will take place after school commencing at 3.40 pm. Your meeting with the teacher will last for 10 minutes.

Please tick the most suitable times for you to meet the teacher. Times will be allocated on a first come first served basis and I know you will make every effort to attend the meeting. Our School Support Worker Jaqueline Smith and Pastoral Care Leader Catriona Hales will be available, if you wish to speak with them.

Please complete the slip below and return it to your child's teacher. Thank you.

Yours sincerely,

Helen Bruckdorfer
Head of School

Name of child : _____ Class : _____

Please tick the time by indicating 1st choice with and 2nd choice with

I would like my 10 minute appointment on Monday 21st October 2013

Between 3.40 – 4.30pm Between 4.30 – 5.30pm

Between 5:30pm - 6:15pm

I would like my 10 minute appointment on Tuesday 22nd October 2013

Between 3.40 – 4.30pm Between 4.30 – 5.30pm

Between 5:30pm - 6:15pm

