



Greenvale School
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SE6 1UF

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Headteacher: Lynne Haines
Deputy Headteacher: Elizabeth Smith

25 September 2019

Dear Parent/Carer

We will be holding parent/teacher meetings on the evening of **Wednesday 2nd October**. This is your opportunity to meet your son/daughter's new class teacher.

To enable us to fit in all those who would like to come, the meetings will need to be quite short; however, there will also be opportunities to talk to other staff who work with your child. Appointments will take place between **4.20 - 6.00**.

We will also have an Information Fair during the evening. There will be representatives from other organisations who you will be able to talk to you about what is available now and in the future. Although we work closely with many of the organisations present at the Information fair, their attendance does not indicate an endorsement by the school.

If you would like to see your son/daughter's class teacher, please complete the slip below and return it to school as soon as possible.

Lynne Haines
Headteacher

Name of student:.....

I/We will/will not be coming on Wednesday 2nd October 2019

I/We would prefer to come between

4.20 – 5.30 (1st/2nd)

5.30 – 6.00 (1st/2nd) (Last appointment at 5.50pm)

NameSigned..... Please
indicate your first and second choices.

At Greenvale School the welfare and safety of all our students is important to us. We will follow up all issues or concerns as per our safeguarding policy.

