

19<sup>th</sup> November 2018

**RE: Nursery Parents' Appointments**

Dear Parents,

Below you will find the dates and times that are available for you to book a time to meet with your child's key worker. You will have the opportunity to discuss progress and targets. These meetings will take place on the following dates:

Key Worker	Date	Time
Liz Davidson	Monday 26 <sup>th</sup> November	9.00am – 11.10am 1.30pm – 2.55pm
Chris Monkley	Tuesday 27 <sup>th</sup> November	9.00am – 11.10am 1.30pm – 2.55pm
Nicky Evans	Wednesday 28 <sup>th</sup> November	9.00am – 11.10am 1.30pm – 2.55pm
Carly Newcombe	Thursday 29 <sup>th</sup> November	9.00am – 11.10am 1.30pm – 2.55pm
Carlyn Kruc	Friday 30 <sup>th</sup> November	9.00am – 11.10am 1.30pm – 2.55pm
Lucy Greenaway	Monday 3 <sup>rd</sup> December	9.00am – 11.10am 1.30pm – 2.55pm
Nikki Bates	Tuesday 4 <sup>th</sup> December	9.00am – 11.10am 1.30pm – 2.55pm

**Appointments will last for 10 minutes** and will be bookable every quarter of an hour. This should help us to run to time and prevent parents having to wait for their time with the Key Worker. Please sign in at Main Reception for your appointment.

Accompanying this letter are instructions on how to book your appointment. **Please only book an appointment to meet with your child's Key Worker.**

For those parents that are separated and where both have parental rights, we would very much appreciate it if you are able to attend **one** appointment together. This would be the most convenient for the school, however if separate appointments are more workable please do contact the school to make a separate appointment at another time.

Yours sincerely,



**Jonathan Bishop**  
Executive Headteacher