



## **Appointment Form To Meet With School Staff**

We offer a formal appointment twice a year to speak about your child's progress and attainment during parent – teacher consultation evenings. We understand that throughout the year sometimes parents need to talk with staff about other issues. If you have a problem, concern or a query, please follow the steps below to decide who you need to make an appointment with and return the form to the office. Whilst we remain approachable we want to maximise the efficiency and effectiveness of everyone's time now we are a school with 420 children.

1. **Office:** The first team to try to solve your query is the office.
2. **Class Teacher:** if the question is linked your child's specific learning or behaviour then the office will ask you to make an appointment to see the class teacher. If the concern relates to a special or additional need then the class teacher may, after meeting you, refer you to the Special Needs Coordinator (SENCo).
3. **Key Stage Leader:** If after two weeks you feel that your issue was not solved please ask to see the Key Stage Leader. EYFS, KS1 or KS2.
4. **Deputy Head Teacher:** If after two weeks the situation is still unresolved then please ask to meet the DHT.
5. **Head Teacher:** In the unlikely event that the issue needs further assistance then please make an appointment to see the Head Teacher.

### **Parent/Carer Request to make an appointment**

Child's Name & Class: ..... Parent's Name: .....

The person I would like to meet with is: .....

Dates and time of Parent availability: .....

Please give an indication of any concerns or special reasons for this appointment

✂.....

### **Reply Slip for an appointment with a member of staff**

Child's Name: ..... Parent's Name: .....

An appointment has been made for you with the following member of staff at the following date and time, (please notify the office if you are unable to attend):

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