



St Mary's C of E Primary School

'Learning for Life'

Appointments in School

For Office Use Only
Date received:

Do you wish to request a: (please tick one)

Phone call Or Meeting

Name of staff member that you request an appointment with: _____

Following the school appointment procedure, who have you already discussed this issue with:

- 1. No-one yet
- 2. Class Teacher
- 3. Key Stage Leader
- 4. Deputy Headteacher
- 5. Headteacher

Name of Child _____

Class / Year Group _____ Parent's Name _____

Reason for requesting appointment (please give as much information as possible to ensure we direct the issue to the right member of staff)

Your preferred date / time: _____

Please return this to the school office. Thank you.

Staff Response

Yes I will meet with this parent. Please arrange an appointment. Preferred date and time:

No, this parent first needs to meet with the member of staff named below. Please pass on request form.
