

Oswald Road Primary School

Oswald Road, Chorlton-Cum-Hardy, Manchester M21 9PL
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Headteacher: D. Howard



26th January 2016

Dear Parents and Carers,

Senior Leadership Team Drop-In Times

Following our recent school survey, the feedback we received identified that parents and carers would like the opportunity to meet with the school's Senior Leadership Team on a surgery-style drop-in basis.

From this feedback, we have made available a number of drop-in times, initially on a trial-basis; each time slot will be fifteen minutes, during which you can speak with a member of the Senior Leadership Team about any issue or topic you wish to discuss. Appointments will be with either myself (Deborah Howard, Headteacher) or our Deputy Headteacher, Jon Beisly. The drop-ins will be run half-termly, with the first taking place from 9.00am – 10.00am on **Friday 5th February 2016**.

If you would like to arrange an appointment, please complete the reply slip below and return it to our school office before **Tuesday 2nd February**. Appointments will be made on a first come, first served basis and you will be contacted to confirm your appointment. If we cannot arrange an appointment for you on this date, we will look to run another drop-in session - time and date to be confirmed.

Kind regards,

Deborah Howard
Headteacher

Senior Leadership Team Drop-In Times

Name (Parent / Carer): _____

Contact Number / Email address: _____

The best time for an appointment would be (please tick):

9.00am – 9.15am	<input type="checkbox"/>	Topic to be discussed:
9.15am – 9.30am	<input type="checkbox"/>	_____
9.30am – 9.45am	<input type="checkbox"/>	_____
9.45am – 10.00am	<input type="checkbox"/>	_____

Signed (Parent / Carer): _____



Inspiration & Success

