

30th September 2011

Dear Parents and Carers,

Senior Leadership Team Clinic: Thursday 13th October 2011

The first Senior Leadership Team Clinic of this academic year will take place on **Thursday 13th October 2011, from 3:30 to 4:30 p.m. in the School's Conference Room.** Please report to the School's Main Reception on arrival at School.

The purpose of the clinic is to enable you to raise ongoing concerns or issues which you may have with regards to your child's learning and progress at school. Before attending this clinic, we would ask you to have discussed the matter with your child's class teacher, Form Tutor, the Subject Leader, House Leader or Director of Learning. If you feel that the issue is still unresolved, the clinic will provide an opportunity to speak to a member of the Senior Leadership Team. It is hoped that in this way, ongoing issues will be resolved, to everyone's benefit.

Dates of Future Clinics:
Thursday 23rd February 2012
Thursday 24th May 2012

May I suggest that you note these dates, in case of need; it would be helpful if you could contact me if you wish to attend one of the clinics. I can be contacted via the school switchboard or by email at jsmith@st-johns-epping.essex.sch.uk . I should be grateful if you would let me know if you wish to attend the clinic on 13th October and indicate the nature of your concern to allow me to look into it prior to the Clinic.

Yours sincerely,

J P Smith

**Mrs J Smith,
Deputy Headteacher**

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REPLY SLIP – please return to your child's **FORM TUTOR** by Tuesday 4th October 2011 or email Mrs Smith on jsmith@st-johns-epping.essex.sch.uk

Name of student _____ **Form** _____

I/we would like to attend the Senior Leadership Team Clinic on **Thursday 13th October 2011.**

Signed _____ date _____
(Parent/Guardian)

Nature of concern:

