

13th January 2010

Dear Parents and Carers,

Senior Leadership Team Clinics : Thursday 4th February 2010:

Please may I remind you about the first Senior Leadership Team Clinic of the current Academic Year, which takes place on **Thursday 4th February 2010, 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 or Year Progress Leader. 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.

Other Senior Leadership Clinic dates for the current Academic year are:

- Thursday 18th March 2010:
- Thursday 20th May 2010:
- Thursday 1st July 2010:

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 4th February 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 Friday 29th January 2010

Name of student _____ **Form** _____

I/we would like to attend the Senior Leadership Team Clinic on **Thursday 4th February 2010**.

Signed _____ date _____
(Parent/Guardian)

Nature of concern: