



BENTLEY C. E. PRIMARY SCHOOL

REQUEST TO SEE THE HEADTEACHER

In line with school procedures your first point of call is the **class teacher** and then second point is a member of the **Senior Leadership Team**. Generally the headteacher is only the first point of call in regard to; parent/carer or wider family concerns (e.g. bereavement, financial difficulties or queries, safeguarding, divorce or separation) or should a parent or carer be seeking advice about schooling beyond Bentley.

Child's name: Class:

Parent or Carer's name:

Either; **I would like to arrange a face to face meeting** or **I would like to speak to you by telephone**

The best time to speak to me/us is:

Please outline what you would like to discuss at the meeting:

Date received by the office/headteacher:

Meeting or phone call set for:

Please continue overleaf if required...