



BENTLEY C. E. PRIMARY SCHOOL

REQUEST TO SEE CLASS TEACHER

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**

Teachers are committed in class for the vast majority of the day and are busy setting up before school, so generally an after school meeting or phone call is their best option. All teachers run clubs and there is a weekly staff training every Monday so please choose options around these times where possible.

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/teacher:

Meeting or phone call set for:

Please continue overleaf if required...