

Informal School Meeting Request Form

As a parent/carer it is only natural to have concerns at some time. Most concerns can be discussed and resolved during a meeting and a satisfactory outcome reached. If you would like a meeting to discuss any concerns, please complete this form and hand it in to the school office. A mutually timed meeting will be arranged as soon as possible.

Claire Sturmeay
Head Teacher

Name of person requesting meeting: _____

Relationship with school (i.e. parent of pupil): _____

Name and Class of pupil (if relevant): _____

Contact telephone number: _____

Brief details of topic to be discussed:

Most convenient dates / times for a meeting:

Signed by: _____ Date: _____

School Use:

Date form handed into the office: _____

Name of person receiving completed form: _____

Date response sent: _____

Response sent by: _____