



Executive Head: Ashley Best-White  
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Mill Lane Site, Horsford, Norwich, Norfolk, NR10 3ES  
Tel: 01603 897938  
Head of School: Tanya Kirton

Holt Road Site, Horsford, Norwich NR10 3DN  
Tel: 01603 898348  
Head of School: Tracy Anderson

2<sup>nd</sup> February, 2018.

Dear Parents / Carers,

**Assertive Mentoring Meetings (Mill Lane Site)**

I am writing to inform you that the third Assertive Mentoring meeting of 2017 – 2018 will take place after school at the following times. Please see below for specific days and times depending on the year group your child is in:

**Mill Lane site (children in Year 3-6)**

Tuesday 20<sup>th</sup> February – 3.30–6 pm  
Thursday 22<sup>nd</sup> February – 3.30-6pm

**Holt Road site (children in Reception, Year 1 and Year 2)**

Monday 19<sup>th</sup> February – 3.30-6 pm  
Wednesday 21<sup>st</sup> February – 3.30-6 pm

Please complete the form below and return to school indicating your preferred date and time. I do hope you will be able to attend this meeting **with your child**; we would like to involve you as much as possible in your child’s education and learning by discussing your child’s progress and achievements throughout the year.

If you are unable to attend this meeting, then please complete the form below to request an alternative date and time. Obviously, we will do our best to enable you to have the time of your choice, however, due to demand; we may have to offer you the nearest alternative.

The meeting will be held in your child’s classroom and the duration of each meeting will be ten minutes. If you feel you need longer to discuss matters with your child’s class teacher then please let them know at the end of your meeting so an additional appointment can be made for another time. Please only select one time slot, as teachers will liaise across both sites to give you times that will allow you to attend both siblings appointments.

We look forward to seeing you,

Ashley Best-White  
Executive Headteacher

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Please complete a **separate slip for each child** and return to your child’s class teacher as soon as possible.

**Child’s Name :** ..... **Class** .....

**Parent’s Name:** .....

I / We would like to attend the Assertive mentoring meeting and am available during the following times; **(Please circle time span)**

**Tuesday 20<sup>th</sup> February 2018**

3:30 – 4:00      4:00-4:30      4:30-5:00      5:00-5:30      5:30-6:00

**Thursday 22<sup>nd</sup> February 2018**

3:30 – 4:00      4:00-4:30      4:30-5:00      5:00-5:30      5:30-6:00

I am unable to attend on these dates, please offer me an alternative day and time

