



# Merridale Primary School

Aspen Way Wolverhampton WV3 0UP  
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Headteacher: Mr Simon Lane

Our Ref: LT/SL/JH  
Date: 20<sup>th</sup> September 2021

Dear Parents/Carers,  
**Meet the Teacher - Wednesday 6<sup>th</sup> October 2021**

This term, our Meet the Teacher sessions will be a bit different. Although COVID 19 restrictions have lifted, we are aware that many parents, carers and families may not feel comfortable to come into school in person to meet their child's teacher. For this reason, we are offering families a **choice** for this meeting – either in-person (in school) or telephone appointment. Parents and carers will be allocated a five minute appointment to meet or talk to their child's new teacher to find out how they are settling into the new school year as well as to discuss any concerns you may have. You will also be able to discuss targets for your child. These sessions will be held on **Wednesday 6<sup>th</sup> October 2021 between 3.30 p.m. and 8.00 p.m.**

Could you please indicate below which time slot/s would be most convenient for you (you can choose more than one half hour time slot). We will do our utmost to try and accommodate your preferred time but appointments are given on a first-come, first-served basis. This may mean that late requests may result in you not receiving the time you have requested.

Please be aware that you will miss your appointment if you do not answer your telephone when the teacher calls you and that calls may be from a withheld/unknown number. Appointment slots will be a **maximum** of five minutes and you will be sent a slip with your appointment time before 6<sup>th</sup> October. If you are feeling unwell with any COVID-19 symptoms, please DO NOT attend school.

Yours sincerely

Mr S Lane  
Headteacher



Name of Child: \_\_\_\_\_ Class \_\_\_\_\_

Please tick ONE:

- I would like an in-person appointment with my child's teacher
- I would like to request a telephone appointment

Telephone number you wish to be called on: \_\_\_\_\_

**Wednesday 6<sup>th</sup> October 2021**

|                       | PLEASE TICK ANY/ALL |
|-----------------------|---------------------|
| 3.30 p.m. – 4.00 p.m. |                     |
| 4.00 p.m. – 4.30 p.m. |                     |
| 4.30 p.m. – 5.00 p.m. |                     |
| 5.30 p.m. – 6.00 p.m. |                     |
| 6.00 p.m. – 6.30 p.m. |                     |
| 6.30 p.m. – 7.00 p.m. |                     |
| 7.00 p.m. – 7.30 p.m. |                     |
| 7.30 p.m. – 8.00 p.m. |                     |