

# Appointment to See A Member of Staff

**At Manor Park we are always pleased to discuss any matter with parents.**

- **All concerns and issues should be discussed with the class teacher in the first instance.** Please note that due to teaching commitments the class teacher will only be available before and after school
- If you feel the matter has not been dealt with, please see: 2) Appropriate manager 3) Assistant Headteacher 4) Deputy Headteacher or Headteacher
- If you still have concerns make an appointment to see a School Governor.

**Please note:** An appointment will be made as soon as possible and could take a maximum of 10 working days but is usually responded to much quicker than this. Sometimes other teachers may attend if the matter involves a behaviour or SEN issue.

Your Name	Date	Tel Number
Child's Name	Class	

**I would like an appointment to see:**

**Lower School (Nursery/Rec and Years 1 & 2)**

		Tick ✓
1.	Class Teacher	
2	Foundation School Manager (Miss Williamson)	
3	Assistant Headteacher (Miss Williamson) or Deputy Headteacher (Ms Groom)	
4	Deputy Headteacher (Ms Groom) or Headteacher (Ms Scrase)	
5	I have seen all the staff above and I would like an appointment with a School Governor	

**Lower KS2 (Year 3 & 4)**

Tick ✓

1	Class Teacher	
2	Lower KS2 Manager (Mrs Kestell)	
3	Assistant Headteacher (Miss Harding) or Deputy Headteacher (Mrs Clark)	
4	Deputy Headteacher (Mrs Clark) or Headteacher (Ms Scrase)	
5	I have seen all the staff above and I would like an appointment with a School Governor	

**Upper KS2 (Years 5 & 6)**

Tick ✓

1	Class Teacher	
2	Upper KS2 Manager (Mrs Middleton)	
3	Assistant Headteacher (Miss Harding) or Deputy Headteacher (Mrs Clark)	
4	Deputy Headteacher (Mrs Clark) or Headteacher (Ms Scrase)	
5	I have seen all the staff above and I would like an appointment with a School Governor	

**SEN (Whole School)**

Tick ✓

1	SENCO (Ms Thomas)	
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**Please indicate when you are available:**

Before School on:	After School on:
Other:	

**Office Use Only:** Date of appointment: \_\_\_\_\_ Time: \_\_\_\_\_