

Our Lady of the Way School

Date: _____

Child's Class: _____

Dear _____

I would like to arrange a time to speak with you in relation to my child _____.

The issues that I would like to discuss with you are:

I have spoken with the Class teacher regarding this issue: Yes No *(not applicable if regarding school fees)*

I have spoken to the Co-ordinator regarding this issue: Yes No *(not applicable if regarding school fees)*

Please tick: By Phone In person

Please note teachers are not available Tuesday afternoon and Thursday morning.

I would be available at the following days/times:

_____ or

I can be contacted on the following phone numbers:

Home _____

Mobile: _____

Work: _____

Signed: _____

Print Name: _____
