

# ***Our Lady of the Way Emu Plains***

Date: \_\_\_\_\_ Child's Grade: \_\_\_\_\_

Dear: \_\_\_\_\_

I would like to arrange a time to speak with you in relation to my child: \_\_\_\_\_

The issues I would like to discuss with you are:

\_\_\_\_\_

\_\_\_\_\_

I have spoken to the class teacher regarding this issue:    Yes         No

I have spoken to the coordinator regarding this issue:    Yes         No

Please tick:    By phone         In Person

***Please note teachers are not available Tuesday morning, Wednesday afternoon or Thursday morning.***

I would be available at the following days/time: \_\_\_\_\_ or

\_\_\_\_\_ or \_\_\_\_\_

Best number you can be contacted on: \_\_\_\_\_

Signed: \_\_\_\_\_ Please Print Name: \_\_\_\_\_

***Please email this form to [olow@parra.catholic.edu.au](mailto:olow@parra.catholic.edu.au)***