



*Together We Soar to Success*

**Ogmore Vale Primary School**

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**Head Teacher:** Mrs V.J. Thomas BA Ed(Hons), MA Ed, NPQH

## **Appointment Procedures and Consultation Request Form**

General queries and comments should be put in writing, with your child's name clearly stated, and handed to the school office, alternatively, you can contact your child's teacher through the Class Dojo system and they will reply as soon as is practicable (Junior Department only).

General appointments to see a member of staff must be arranged through the school clerks. They will supply you with this consultation form (or you can download it from the website) which you need to return to school for the member of staff to prepare any information that would be needed for the meeting. This will ensure that the meeting can be as *effective* as possible. Every attempt will be made to arrange the meeting for the same week but please understand that this will not always be possible due to other commitments.

If you need an emergency appointment for serious concerns regarding your child's welfare which has immediate affect on your child or the school then you need to contact the school office, on the number above, stating you need an emergency appointment, and the clerks will ensure that the appropriate member of staff will contact you as soon as is practicable.

As we have many demands on our time and our main purpose is to teach and care for your child, we value your support in this matter.

Yours Sincerely,

Mrs V Thomas

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I would like to make an appointment to see \_\_\_\_\_  
to discuss the following points:

Child's name:

Date: