



# Radcliffe Primary School

Coronation Road, Radcliffe,  
Manchester, M26 3RD  
0161 723 4538  
www.radcliffeprimary.com  
Headteacher: Mrs A. Walsh

2<sup>nd</sup> October 2026

Dear Parent/Carer

## **Parents' Appointments Reception- Year 6** **Monday 19<sup>th</sup> October and Wednesday 21<sup>st</sup> October 2026**

This term, our teachers are offering appointments for you over two evenings from 4pm- 6pm. If you are unable to make either day, then please speak to your child's class teacher to arrange a more suitable time.

Please complete the slip below to indicate your preferred time; you will be given a 5-minute appointment within the time slot that you have ticked. Teachers will do their best to accommodate your requests. Please return the slip to school by **Friday 9<sup>th</sup> October**

On your appointment day, please enter the school by the main entrance and you will be directed to the hall.

Please note, we will not be able to provide crèche facilities this so I must ask you to leave younger children at home. If this is likely to cause you a problem, please let me know.

***Mrs A Walsh***

Headteacher

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### **Parents' Appointments**

Child's Name: \_\_\_\_\_ Class \_\_\_\_\_

| Preferred Time  | Preferred Day <i>Please tick</i> |                                    |
|-----------------|----------------------------------|------------------------------------|
|                 | Monday 19 <sup>th</sup> October  | Wednesday 21 <sup>st</sup> October |
| 4.00pm – 4.30pm |                                  |                                    |
| 4.30pm – 5.00pm |                                  |                                    |
| 5.00pm – 5.30pm |                                  |                                    |
| 5.30pm – 6.00pm |                                  |                                    |

If your child has any brothers or sisters in school please indicate below, this will make it easier for our staff to coordinate appointments. Thank you.

Sibling Name.....Class .....

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Sibling Name.....Class.....