Sherington Primary School:

Meeting Request Form

I wish to speak to……………………………..…..………………….. to discuss the following matter:

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| In order for staff to prepare for this meeting/discussion, please provide details of any/all matters you wish to raise. This will ensure the best possible outcome. |

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| Dates/times when it would be most convenient for a meeting, or phone call (delete as appropriate): |

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| Your name:  Relationship with school (e.g. parent of a pupil on the school roll):  Pupil’s name (if relevant to the matter to be discussed)  Telephone numbers  Daytime: Evening:  Email address: |

Signed ……………………………………………………. Date …………………………..

(Please complete this form and return it to the school office, or email a copy to [sao@sherington.greenwich.sch.uk](mailto:sao@sherington.greenwich.sch.uk), with ‘Meeting Request’ as subject.)

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| School use:  Date received: Date response sent:  Received by: Response sent by: |