

**PARENT REQUESTING MEETING**

**Language:**

Date : .....

**Pupil Name:** ..... **Class:** .....

I would like to meet ..... 's (name of son / daughter)

Head Teacher

Class Teacher

Guidance Teacher

EAL Teacher

Other Teacher  name .....

I / We would require an interpreter.

Language required : .....

Please arrange this through the Interpretation and Translation Service for me.

I can attend on the following dates:

Date	Time
.....	.....
.....	.....
.....	.....

Parent / Guardian's name .....

Parent / Guardian's signature .....