

## Willoughby Public School

### Proforma to arrange an appointment with the class teacher

Dear.....

Date .....

My child ..... is in your class. I would like to make an appointment to meet with you in regard to

.....  
.....

I am able to meet with you on .....(day) at .....(time)

on .....(day) at .....(time)

on .....(day) at .....(time)

Regards

.....

(parent/carer)

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## Willoughby Public School

### Proforma to arrange an appointment with the class teacher response

Dear .....

Date .....

I would be pleased to meet with you on .....  
at .....

My team leader ..... will be present to assist in our discussion.

Regards

.....

(classroom teacher)