



Friday 2nd June 2023

Dear Parent /Carer,

Keeping in Touch – Parent Surgery with the Head teacher

Firstly, I hope you and your families are well and wish you an enjoyable half term with your children.

I am writing to let you know about the opportunity for you as parents and carers to attend a Parent Surgery. This will take place from 4:30pm – 5:30pm on Mondays. You will be able to book a 20-minute slot for an individual meeting with the headteacher on one of any of the following dates:

- Monday 12th June
- Monday 19th June
- Monday 3rd July
- Monday 16th July

The Parent Surgery does not replace ordinary meetings to discuss your child's progress or meetings with the Head of Year of Form Tutor. The session is available for individual parents who have a specific request or issue they would like to discuss directly with the headteacher. The session will take place in person at Rooks Heath School or remotely on Microsoft Teams. If you do not have Teams installed on your computer or mobile device, you will be able to easily access it via your browser, there is no need to download a special app.

If you wish to book a slot, please send an email addressed to Corrine Goodlitt at cgoodlitt@rooksheath.harrow.sch.uk . Please ensure you specify whether you would like to meet in person or via Microsoft Teams so that should you choose it, a Microsoft Teams link can be sent to you.

Please remember too that you are welcome to participate in our Parents, Teachers, Friends and Associates (PTFA) meetings which alternate half termly online and in person. Please email Ms Grover if you would like to participate at hgrover@rooksheath.harrow.sch.uk . Please continue to check our website and read all communication sent to you via our SIMS in Touch app.

I look forward speaking to some of you at a Parent Surgery.

Yours sincerely

Mrs Miriam Manderson
Headteacher

