



SHEERNESS WEST FEDERATION

Isle of Sheppey, Kent



Executive Head Teacher: Steve Davies

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Head of Schools: Hazel Brewer (West Minster) and Rachael Sharrad (Rose Street)
Business Manager: Diane Jones

Friday 12th June 2015

Dear Mums, Dads and Carers,

I am writing following our consultation meeting held on ^{Friday} 22nd June at which I said I would let you know when I am available at West Minster School.

I know that Ms Brewer, as Head of school and the Family Liaison workers are very accessible and they are permanently based at West Minster, and are always available to talk with parents, but I am also available on the following days and times listed below.

I do try to be in the playground before or after school so please feel free to talk with me then if you need to but otherwise my appointment slots are;

Wednesday 9am to 10am

Friday 1pm to 3pm.

If you should wish to speak with me please ring the school office and they can make the appointments for you.

I look forward to working with you,

Yours sincerely,

Steve Davies (Executive Head Teacher)