



January 2020

Dear Parent/Carer,

I will be holding my next drop-in surgery for parents and carers on Wednesday 5th February. These surgeries will take place twice half termly on a Wednesday when I will be available by appointment between 4:00pm to 5:30pm. This is an opportunity for you to meet with me and share your views and ask any questions in relation to the school.

I have always found these drop-in surgeries beneficial and I hope that you will find them useful too. It is always a challenge in a large secondary school to maintain effective communication between the Headteacher and all the families that Ifield Community College serves.

To make an appointment, please call my PA, Ms Brown on 01293 420500 or email cbrown@ifieldcc.co.uk giving a brief summary of what you would like to discuss. The appointment slots are for 20 minutes, if you feel you will need a longer appointment, please inform Ms Brown when making your appointment. These appointments are **not compulsory** and you are not expected to book an appointment unless you wish to share your views or ask any questions in relation to the school.

The next drop-in surgery after the 5th February will be held on Wednesday 18th March .

Please check throughout the academic year on our school website calendar for future drop-in surgery dates, <http://www.ifieldcc.w-sussex.sch.uk/>. If at any time I have to move a surgery I will keep you informed.

I look forward to meeting with you.

Yours faithfully,

Mr Rob Corbett, Headteacher



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