

## REQUEST FOR APPOINTMENT

PLEASE NOTE: Dorothy Stringer School operates an **Appointment Only** system for all visitors.

Please complete the form below and return to our reception team. They will notify the member of staff you wish to meet, who will then contact you as soon as possible to arrange a mutually convenient time face to face or telephone appointment.

Student Name	
Form	
Date	

Parent/Carer Name	
Contact Tel	
Contact Email	

Requesting and appointment with

(Please print staff members name)
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<p>Please state below the reason for requesting an appointment with the named person</p> <p style="text-align: right;">(Continue overleaf if necessary)</p>
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Please note when attending an appointment you will need to bring a form of photo identification with you.

Thank you for your co-operation, someone will be in contact shortly.