

Essex County Council  
**Mountnessing C. of E. (V.C) Primary School**  
Roman Road Mountnessing Brentwood Essex CM15 0UH

Headteacher: Mrs. H. Obank  
Chair of Governors: Mrs. R. Harries

Tel: 01277 353160  
Fax: 01277 352269  
e-mail : admin@mountnessing.essex.sch.uk



20<sup>th</sup> March 2015

Dear Parents

### **TLC Arrangements**

This year we have decided to change the arrangements for the TLC afternoon/evening.

If your appointment is during the normal school time please collect your child from their classroom and take them up to the hall to see their teacher.

All class teachers will be in the hall and this will assist with parents who have more than one child and having to move from one site to another. There will be chairs available where you can sit and wait until you are called. Your child/children's books will also be in the hall for you to look at while you are waiting and refreshments will be available.

The day will end at the normal time so please collect your child at this time if you have an after school appointment.

Thank you for your cooperation.

Mrs I Cerny  
Interim Head



