



Garfield Primary
Today's children, tomorrow's future.

15th March 2021

Dear Parents/Carers

Re: Parents' Evening for whole school Wednesday 31st March 2021

You are warmly invited to talk with your son/daughter's class teacher by an individual phone appointment on Wednesday 31st March from 3.30 — 7.30pm — last appointment is 7.20pm.

It is important that we discuss your child's current learning and for us to work in partnership to ensure that your child is making good progress in all aspects of our curriculum. We will be sending you your child's progress and target form before the appointment by email.

Please indicate what time you prefer and return the slip to your son/daughter teacher by **Wednesday 24th March**. We will text you with your child's appointment time when your child's teacher will phone you.

The class teacher will attempt to call you, at the time you booked, on the telephone number we hold on record. If this has recently changed, please let the school office know. The call may show as a number withheld, so please make sure your phone is set to receive this call. If there is no answer after three attempts, you may have to rebook another consultation time

Please note that we are no longer able to fund and organise separate parent-teacher meetings with an interpreter. Please arrange to have a friend or family member who can translate for you if you need this, putting your phone on speakerphone.

I am sure that you are aware of the importance of talking to the teachers. We recognise there may be a genuine reason why you cannot take a call on the 31st March. Please contact your child's teacher to arrange an alternative date and time that is mutually convenient.

At Garfield, we strongly believe that parent partnership and a shared responsibility will make a huge difference to your child's progress.

Yours sincerely

Ms Khwaja
Headteacher

To the school office/Class Teacher

Class: Child's Name:.....

I would prefer my phone call between: -

Between 3.30 and 4.00pm.	<input type="checkbox"/>	Between 5.30 and 6.00 pm.	<input type="checkbox"/>
Between 4.00 and 4.30pm.	<input type="checkbox"/>	Between 6.00pm and 6.30 pm.	<input type="checkbox"/>
Between 4.30 and 5.00pm.	<input type="checkbox"/>	Between 6.30pm and 7.00pm	<input type="checkbox"/>
Between 5.20 and 5.30pm.	<input type="checkbox"/>	Between 7.00pm and 7.20 pm	<input type="checkbox"/>

(Please tick 2 boxes, there will be no appointments between 5.00- 5.20pm.)

Brothers/Sisters Name(s) and Class(es) _____

Signed Parent/Carer _____