



Garlinge Primary School and Nursery

8th November 2021

Dear Parents and Carers,

On **Wednesday 17th November** we will be holding our Parent/Teacher Consultation meetings from **2:40pm to 7:30pm**. On this day children will finish at **2:25pm** and will need to be collected promptly from their usual exit.

We are inviting you to book either an 'in person' or a telephone consultation to speak to your child's class teacher on this day. Face to face meetings will be held in your child's classroom and in order to minimise the numbers on site, we are requesting, where possible, for children not to attend and just one adult. Please also ensure that you arrive promptly in order to allow appointments to run to time. Entry will be via all usual gates until 5:00pm. After this entry will be via either Caxton Road or Westfield Road through the main entrances.

Bookings will be made via the **Weduc App** and you will receive a notification at midday today giving you the opportunity to book an appointment to meet with your child's class teacher. The facility to book will be available from **midday** today through to **10:00pm on Monday 15th November**.

Firstly, please select the time of your meeting and follow the instructions provided. If you wish to have a telephone consultation we request that you use the 'teacher message' box when confirming your booking to state that you wish to have your meeting by phone. We ask that you also provide your preferred contact number at this point.

If you would also like to make an appointment to speak to the school SENDCo please contact the school office on 01843 221877 who will assist you in making a booking.

As always this will be a great opportunity to discuss your child's learning and answer any questions that you may have.

Yours faithfully

Mr S Cope and Mrs A Northrop
Head of School