



## Garlinge Primary School and Nursery

2<sup>nd</sup> March 2022

Dear Parents and Carers,

### Parent/Teacher Consultation Meetings

On **Wednesday 30<sup>th</sup> March** we will be holding our Parent/Teacher Consultation meetings from **2:40pm to 7:30pm**. On this day children will finish school 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. Please 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 on **Tuesday 15<sup>th</sup> March** giving you the opportunity to book an appointment to meet with your child's class teacher. The facility to book will be available from **15<sup>th</sup> March through to 10:00pm on Tuesday 29<sup>th</sup> March**.

On Weduc, you will need to select the "Access Parents' Evening Bookings" tab in order to book an appointment. 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. Should you have any questions or queries please do not hesitate to contact the school office.

If you would like to make an appointment to speak to the school SENDCo please access the facility to book an appointment with Mrs Bond via the Weduc App.

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