



# Summerfields PRIMARY SCHOOL

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Head Teacher: Mrs Melanie Gartell MA(Ed) NPQH

1<sup>st</sup> March 2022

Dear Parents

We know how important Parents' Evening is to all of you. We are therefore very pleased to confirm these will be face to face meetings with your child's teacher.

Parents' Evenings are taking place on Monday 14<sup>th</sup> March 2022 and Thursday 24<sup>th</sup> March 2022.

Please could you complete the form below in order to help us allocate a time for you as close to your preferences as possible.

All forms should be returned by **MONDAY 7<sup>TH</sup> MARCH 2022**. Any forms received after this date will be allocated a slot but it may not be possible to secure the date and time that you have requested. However you can also message your child's class teacher directly with the same information as below using Class DOJO, if you prefer.

Your child is welcome to attend and join the discussions. It is your choice whether to bring your child along or not. Children will need to remain with you at all times in the building, the playground will not be on offer!

If your child has additional needs and you feel after the appointment there are still aspects to discuss, please make a further appointment with your child's teacher. In addition Ms Luke, our SENCo will be available for either a "drop-in" or pre-booked appointment on Monday 14<sup>th</sup> March 2022. Please contact the office if you would also like to make an appointment with Ms Luke on that date.

We do understand that some parents may not be comfortable coming into school for a face to face meeting. If you would prefer a telephone appointment instead, please contact the school office.

Yours sincerely

*M. Gartell*

Head Teacher

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Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_  
(PLEASE COMPLETE ONE FORM PER CHILD)

Please NUMBER your choice in order of preference 1-4:

Monday 14 <sup>th</sup> March 2022 3.20pm-4.30pm	
Monday 14 <sup>th</sup> March 2022 4.30pm-5.50pm	
Thursday 24 <sup>th</sup> March 2022 3.20pm-4.30pm	
Thursday 24 <sup>th</sup> March 2022 4.30pm-5.50pm	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return via the "Green Box" by Monday 7<sup>th</sup> March 2022.**