



Address: High Street, Harefield, Middlesex, UB9 6BT

Tel: 01895 462399

Email: info@harefieldinfants.co.uk

Web: www.harefieldinfant.com

Executive Head Teacher: Mr A.Sunner

Head of School: Mr J.Downs

Wednesday 7th October

Dear Parents/Carers,

PARENT MEETINGS, AUTUMN TERM 2020

Due to restrictions around Covid, we are conducting our parent meetings via **phone call** for this term.

This is an opportunity to discuss how your child has settled in, their achievements and some targets to work on.

Infant School Parents Meetings will be held on:

Monday 19th OCTOBER **4.00 P.M. – 6.30 P.M.**

Tuesday 20th OCTOBER **4.00 P.M. – 6.30 P.M.**

Please complete the attached form to state the time that would suit you best and return the sheet as quickly as possible, as teachers make appointments on a first-in, first-served basis, and the time you want may well have been taken.

Please also fill in the brother's/sister's class, so that the staff can organise times together and you have time to speak to several different teachers.

Your child's curriculum plans for the Autumn Term are on our website, (www.harefieldinfant.com) *Curriculum Standards, Curriculum Content*), please take a look as these may help discussions.

Yours sincerely,

Mr A Sunner
Executive Head Teacher



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Appointment sheet for Parent Evening phone call:

Child's Name: _____ Class: _____

Your preferred appointment time for Parent Meeting on:

Monday 19th OCTOBER

Tuesday 20th OCTOBER

4.00 - 4.30 p.m. _____

4.00 - 4.30 p.m. _____

4.30 - 5.00 p.m. _____

4.30 - 5.00 p.m. _____

5.00 - 5.30 p.m. _____

5.00 - 5.30 p.m. _____

5.30 - 6.00 p.m. _____

5.30 - 6.00 p.m. _____

6.00 - 6.30 p.m. _____

6.00 - 6.30 p.m. _____

Your appointment will be no more than **10 minutes** within the allocated half hour slot. Teachers will try to call twice in your time slot. Please be ready to answer the call. Calls **must** be limited to 10 minutes. If you need a longer appointment please make arrangements with your child's teacher.

My other child/children is/are in class/es: _____

Signed: _____ (Parent/Carer)



Child's name: _____ Class: _____

Dear Parent,

Your appointment for Parent Meeting Phone call

is at _____ on **Monday 19th OCTOBER**

is at _____ on **Tuesday 20th OCTOBER**

Signed: _____ (class teacher)