



**Headteacher: Mrs Samantha Ruck**

RADBURN WAY LETCHWORTH GARDEN CITY HERTS SG6 2JZ  
(Phone: 01462 621800 / (e-mail admin@gardencityacademy.org)

Wednesday 09<sup>th</sup> September

Dear Parents/Carers,

**Parents Afternoon – Wednesday 6<sup>th</sup> November**

This year's first parents consultations will take place on the above date, with availability between **1pm and 3.15pm**. The meetings will be held face to face with your child's class teacher.

You will have the opportunity to discuss how your child/children has settled and how they are progressing in school.

Your Child's teacher will see you for your 10 minute face to face appointment at your chosen time slot. Appointments can be booked online through 'Arbor' bookings open on **Monday 14<sup>th</sup> October at 4.00pm** and close on **Wednesday 23<sup>rd</sup> October at 4.00pm**.

If you require assistance with booking on Arbor, please follow the guide below:

<https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>

Any further questions, please do not hesitate to contact the school office.

Yours sincerely,

*Mrs Ruck*  
Headteacher



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