



Headteacher: Mrs Samantha Ruck

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(Phone: 01462 621800 / (e-mail admin@gardencityacademy.org)

Wednesday 09th September

Dear Parents/Carers,

Parents Evening – Wednesday 6th and Thursday 7th November

This year's first parents evening will take place on the above dates, with availability between **3.30pm and 6.00pm**. The meetings will be held face to face in the school hall with your child/children's class teacher.

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

All teachers will be based in the school hall for your 10 minute face to face appointment for your chosen time slot. Appointments can be booked online through 'Arbor' bookings open on **Monday 14th October at 4.00pm** and close on **Wednesday 23rd 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

