



Headteacher: Mrs Samantha Ruck

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

Monday 6th October 2025

Dear Parents/Carers,

Parents Evening – Monday 20th and Wednesday 22nd October

We are pleased to invite you to this year's first Parents' Evening, which will take place on the dates listed above. Appointments are available between **3:30pm and 6:00pm**, and meetings will be in the school hall.

Parents of children in **Nursery through to Year 6** will meet with their child's class teacher during these sessions. For children in **Pre-School**, Parents' Evening will be held **exclusively on Monday 20th October**.

You will have the opportunity to discuss how your child/children have 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 the 'Arbor' parent **portal bookings open today Monday 6th October at 4.00pm and close on Tuesday 14th 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-GuardianConsultations-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 Samantha Ruck
Headteacher

