



Glebe Primary School

Head Teacher: Mrs M Penney MA, BA (Hons), PGCE

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Tel: 01895 462385

Web: www.glebe.hillingdon.sch.uk

Email: office@glebeprimary.org

27th January 2023

Dear Parent/Carers,

I am pleased to tell you that we have arranged four open evenings when you will have the opportunity to meet with your child's teacher. These will take place on:

| | |
|---|-----------------|
| Monday 6 th February (Nursery, Years 1, 3 & 5) | 4pm – 7pm |
| Tuesday 7 th February (Reception, Years 2, 4 & 6) | 4pm – 7pm |
| Wednesday 8 th February (Nursery, Years 1, 3 & 5) | 4.30pm – 7.30pm |
| Thursday 9 th February (Reception, Years 2, 4 & 6) | 4.30pm – 7.30pm |

Nursery and Reception consultations will take place in the hall. All others will be held across two classrooms, as follows:

1A-2L, 1S-2F, 1C-2G, 3A-4R, 3ME-4JL, 3V-4J, 5V-6K, 5G-6L, 5I-6C

Each teacher consultation will last for 10 minutes, except Nursery which will last for 5 minutes, and you will be able to discuss the progress your child is making. As the teachers will have many parents to see during the evening, I would ask that you arrive promptly at your appointed time. Teachers will be unable to meet parents, during the evening, who have not made a prior appointment.

The booking system on "ParentMail" will go live from **5pm Friday 27th January**. You can book your appointments from your smartphone, tablet or computer from this date and time until 5pm on Friday 3rd February.

You will be alerted instantly by email once the appointment booking goes live and will be able to select appointment times that are convenient to you on the ParentMail system.

If you need any help on booking you can visit the "ParentMail" help site, using the link below:
<https://www.parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

Please note that you will need to be registered on "ParentMail" to be able to book appointments. If you have not previously registered or you have not previously given us your email address, please contact the school office.

If you would like an appointment with Mrs Connolly, Special Educational Needs Co-ordinator, or Mr Dwyer, Teacher of the Deaf, please sign the form below and return it to the office by 4pm on Friday 3rd February.

Yours sincerely

Mrs Penney
Head Teacher





Glebe Primary School

Head Teacher: Mrs M Penney MA, BA (Hons), PGCE

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Tel: 01895 462385

Web: www.glebe.hillingdon.sch.uk

Email: office@glebeprimary.org

APPOINTMENT WITH MRS CONNOLLY, SENCO, OR MR DWYER, TEACHER OF THE DEAF

I would like an appointment with:

Mrs Connolly, SENCO

Mr Dwyer, Teacher of the Deaf

Pupil Name Pupil Class.....

I would like the appointment at the same time as with the class teacher

I would like a separate appointment

Preferred Date: Preferred Time:

Email Address:

Please return to the school office by 4 pm on Friday 3 February

PAPER COPIES OF THIS FORM ARE AVAILABLE FROM THE SCHOOL OFFICE

