



# 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](http://www.glebe.hillingdon.sch.uk)

Email: [office@glebeprimary.org](mailto:office@glebeprimary.org)

6<sup>th</sup> October 2025

Dear Parents/Carers,

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

Tuesday 21<sup>st</sup> October 2025 4.00 pm – 7.00 pm

Thursday 23<sup>rd</sup> October 2025 4.30 pm – 7.30 pm

**All consultations will take place in your child's classroom.**

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.

**Please be aware that if you are booking for 2ME, this will appear as "Mrs Everett" but you will also meet with Mrs Mountain. Similarly, only one teacher name will appear for 4JL and RW, however, you will meet both teachers.**

The booking system on "ParentMail" will go live from **5pm Wednesday 8<sup>th</sup> October**. You can book your appointments from your smartphone, tablet or computer from this date and time until **4pm on Saturday 18<sup>th</sup> October**.

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, our Teacher of the Deaf, please complete the attached form and return it to the office by 4 pm on Friday 17<sup>th</sup> October. (Paper copies are available from the school office)**

Yours sincerely

Mrs Penney  
Head Teacher





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**Autumn 2025**

**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: .....  
(Tuesday 21<sup>st</sup>/Thursday 23<sup>rd</sup> October 2025)

Email Address: .....

**Please return to the school office by 4 pm on Friday 17<sup>th</sup> October 2025**

**PAPER COPIES OF THIS FORM ARE AVAILABLE FROM THE SCHOOL OFFICE**

