



Westfields Infant School

School Lane, Yateley, Hampshire, GU46 6NN

Executive Headteacher: Miss J Redman

1st February 2024

Dear Parents,

Spring Term Parents Evening Invitation

We would like to take this opportunity to invite you to this term's parent-teacher meetings. This face-to-face opportunity will give you the chance to discuss in more detail your child's progress and next steps in their learning. We also hope that the chance to look at your child's books and ask any questions you may have will help us continue to work in partnership with you towards best outcomes for all our pupils. As you know from my weekly newsletters, these meetings will be held on:

Tuesday 27th February 3:45pm – 6:45pm and Thursday 29th February 3:45pm – 6:45pm

As usual, all meetings will take place in your child's classroom. For the evenings to run smoothly, we do ask that everyone tries their best to adhere to the times arranged and we are grateful for your support in relation to this. As always, if you have a more complex issue to discuss, it may be appropriate to arrange an appointment at a different time.

During these sessions, a selection of your child's work will be available outside their classroom for you to view whilst you are waiting to meet their teacher(s).

If you have more than one child at Westfields, you will need to arrange an appointment for each child with their relevant class teacher. Additionally if your child receives extra support for a special educational need and you wish to meet with our Federation SENCO, Miss Parsons, please make a separate appointment. It is helpful if you can ensure that times requested with different adults have a short gap between them.

Appointments can be made using your Arbor portal login from **6:00pm on Friday 2nd February 2024 until 12 noon on Wednesday 21st February 2024**. Once you have made your appointment(s) using the Arbor system, you should receive an automatically generated email confirmation. If you do not have access to a computer or the internet, please contact us via telephone and we will help you to book an appointment.

Thank you for your continued support, we look forward to celebrating your child(ren)'s successes with you

Kind regards,

Miss Jo Redman
Executive Headteacher

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