

Highfield Primary School



Highfield Road
 Winchmore Hill
 London N21 3HE
 Tel: 020 8360 2149
 Fax: 020 8360 4875
 Website: www.highfieldprimary.co.uk
 Email: office@highfield-pri.enfield.sch.uk
 Headteacher - *Maria Kemal* B.A. (Hons), NPQH
 Deputy Headteachers–
Helen McGovern B.A. (Hons), NPQH (Secondment Acting Head)
Sarah Shaughnessy B.Ed. (Hons Oxon), M.A.
David Wilson B.A. (Hons)

Monday 5th February 2018

“Together we can achieve more”

Dear Parents/Carers,

OPEN EVENING – Years 1 – 6 Monday 26th and Tuesday 27th March 2018

Each appointment will last for **10 minutes**. Teachers will report on your child’s attitude to school and his/her progress in Mathematics, English and other subjects. You will also have an opportunity to ask questions.

Please complete and return the slip below to your child’s class teacher by **Wednesday 21st February 2018**. You will then be given the time of your appointment by Monday 26th February 2018. Appointments will be given on a first come first served basis so please hand the slip back promptly.

Teachers always try to keep to the allocated times so that other parents/carers are not kept waiting. If the time proves to be insufficient, the teacher will make another appointment to meet you.

Yours sincerely,

Maria Kemal
Headteacher

To be returned no later than Monday 19th March 2018

I should be grateful if you could arrange a ten-minute appointment between the following times:
(Please tick any times that would be convenient to you)

Monday 26th March

Tuesday 27th March

Appointment times	Please tick
4.00 pm - 4.30 pm	
4.30 pm - 5.00 pm	
5.00 pm - 5.30 pm	
5.30 pm - 6.00 pm	
6.00 pm - 6.30 pm	
6.30 pm - 7.00 pm	

Appointment times	Please tick
4.00 pm - 4.30 pm	
4.30 pm - 5.00 pm	
5.00 pm - 5.30 pm	
5.30 pm - 6.00pm	
6.00 pm - 6.30pm	

Child’s name Class..... Signed.....

Other children at Highfield Primary: Names & Classes

“The Headteacher’s passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school’s work.”
Highfield Primary is an Outstanding School - Ofsted 2016

