

Islamia Girls School



25th September 2020

Bismillah-Hirrahman-Nirrahim

Re: Target Setting Day Friday 2nd October 2020

Dear Respected Parents/Guardians

Assalamu Alaikum wa Rahmatullahi wa Barakatuh

We pray that this letter finds you in the best of health and *emaan*.

We would like to invite you for our scheduled Target Setting Day, which will be held on **Friday 2nd October 2020**. Please refer to the *Important Dates Calendar*. On this day, parents will meet with **Form Tutors** to discuss the progress of their daughter. Unlike a traditional Parents Evening, this day will focus on how each student can reach their full potential through pastoral guidance from their Form Tutor and create targets by looking at their progress at Islamia Girls School.

Lessons will be suspended for the day, and students must attend school for their appointment with their parents and Form Tutor.

Parents should select an appointment block at the time most convenient to them. **A time will be allocated to your daughter and emailed to you.** We will adhere to the preferred time as much as possible.

Appointments will be limited to 10 minutes to avoid overrunning and unnecessary delays. Due to Covid-19 government guidelines and risk assessments carried out within the school the school will not be able to facilitate Jumah prayer so please kindly make your own provision.

Please use the reply templates available on the next page and send us your response by copying and pasting the relevant template and replying directly to the email that this letter was sent by no later than **Tuesday 29th September 2020**. If you have any queries, please do not hesitate to contact the school.

Please do note: All parents must wear a face mask before entering school premises and observe social distancing.

We look forward to seeing you on the day.

Barakallahufeekum,

Islamia Girls School



Please use this reply template and respond by replying to the email

I will/will not (delete as applicable) be attending Target Setting Day with my daughter

_____ in Form Group _____

I would like to attend between (delete as appropriate):

- 9:00am – 11:00am

- 11.20am – 12.50pm

- 14.00pm – 15.30pm

Name of Parent _____

Date _____