

# Meeting Notice for Parents

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## Title of the Meeting

Annual Parents' Information Evening

## Date and Time

October 15, 2025, from 6:00 PM to 8:00 PM

## Location

Main Auditorium, Springfield Elementary School / Virtual Link: [ZoomMeetingLink]

## Agenda

- Welcome and introductions by the Principal
- Overview of school developments and achievements over the past year
- Presentation of new curriculum changes and educational initiatives
- Information session on extracurricular activities and enrollment procedures
- Discussion on parent involvement and volunteer opportunities
- Overview of the school's safety protocols and emergency procedures
- Q&A session to address parent concerns and suggestions
- Closing remarks and invitation to join the school's Parent-Teacher Association

## Participants

All parents and guardians of students enrolled at Springfield Elementary are invited to attend.

## **Preparation Required**

Parents are encouraged to:

- Review the school newsletter and any recent communications sent home
- Prepare any questions or topics they wish to discuss during the Q&A session
- Consider joining the Parent-Teacher Association to further support school initiatives

## **Contact Information**

Laura Chen, School Secretary Email: [lchen@springfield.edu](mailto:lchen@springfield.edu) Phone: (123) 456-7890

Please RSVP by October 10, 2025, and specify whether you will be attending in person or joining virtually. This will help us prepare adequately for the number of participants and ensure a smooth experience for all attendees.