



6th March 2019

Dear Parents/Carers,

Parents Evening Logistics

We are writing to let you know how parents evenings will run next week, as we are trialling a new system in which all appointments will take place in the main school hall. When you come for your appointment, please enter via the Year 1 playground (through the gate on Nicolas Road) and come in through the side door by the school hall. Please do not come in for your appointment through the main reception/office area.

There will be tables at the bottom of the stairs outside the hall where you'll find your child's topic, maths and literacy books to look at. The waiting area for appointments will be in the small hall, where we'll also have tasters of our new school dinner menu for you to try.

Your child's teacher will then come to the small hall to collect you when it is time for your meeting.

To reduce the noise levels outside the hall, Year 1 children will need to be collected from the Year 1 playground on Monday and Tuesday afternoon. Year 2 will still be collected from outside the hall as normal.

If your child attends Owl Club you will need to collect them from the Early Years classrooms on Monday and Tuesday, which you can access via the main school entrance. Little Owls (Nursery & Reception) will be in the red brick Nursery building and Big Owls (Years 1-6) will be in the grey Reception building. Children that attend any other after school clubs will be released at the main school office as normal.

Thank you in advance for your cooperation.

Kind regards,
Deborah Howard
Headteacher



Inspiration & Success

