



7<sup>th</sup> November 2019

Dear Parents/Carers,

## Parents Evening Logistics

We are writing to let you know how parents evenings will run next week. As with last year, all appointments will take place in the main 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. Your child's teacher will then come to the small hall to collect you when it is time for your meeting.

If your child attends Owl Club you will still need to come to collect your child via the main entrance on Wednesday and Thursday. Little Owls (Nursery & Reception) will be based in the red brick Reception building and Big Owls (Years 1-6) will be in the Year 2 classrooms. Children that attend any other after school clubs will also be released at the main school office as normal.

**If you are coming for Miss Tracanna's parents evenings on Monday or Tuesday, this will be slightly different- please come in through the main school entrance where you will be directed where to go by a member of staff.**

Thank you in advance for your cooperation.

Kind regards,  
Deborah Howard  
Headteacher



**Inspiration & Success**

