

3rd November 2022

Dear Parents/Carers,

Parents Evening Logistics

We are writing to let you know how parents evening will run next week. All appointments will take place in the main hall. When you come for your appointment, please enter via the Year 1 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 and in the small hall, where you'll find your child's 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. There will also be a member of the Senior Leadership Team on hand to support for anyone that has questions.

If your child attends Owl Club you will need to come to collect your child via the main entrance at the school office on the nights that parents evening is on (Wednesday 9th and Thursday 17th November). Children that attend any other after school clubs will be released from the usual place.

Thank you in advance for your cooperation.

Kind regards,
Deborah Howard
Headteacher



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