25 October 2019

Dear Parents

Nursery Parents’ Evenings

Our Parents’ Evenings for this term will take place on:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 11 November 2019</td>
<td>4:00pm – 6:30pm</td>
<td>Miss Waters / Miss Hickin</td>
</tr>
<tr>
<td>Tuesday 12 November 2019</td>
<td>4:00pm – 6:30pm</td>
<td>Miss Waters / Miss Smyth</td>
</tr>
<tr>
<td>Wednesday 13 November 2019</td>
<td>3:45pm – 4:15pm</td>
<td>Miss Waters / Miss Hickin</td>
</tr>
</tbody>
</table>

Our parents’ consultations in Nursery will be held over three evenings. This is to enable all parents to choose an appropriate evening and time for discussing in detail their child’s progress. I hope that by offering a choice of two evenings, all parents will be able to attend. Appointments for this term will be ten minutes long. Staff will adhere to a strict timetable and I would ask that all parents arrive in good time for their appointment and leave promptly at the end of it. In this way we can ensure that parents are not kept waiting at the end of the evening.

May I remind you that our Parents' Evenings are for adults only and children will not be allowed back into school after 3:30pm. I realise that for some parents this presents a problem. However, in fairness to all those parents who make alternative arrangements, I must insist that this remains the case.

The Academy is using an online booking system whereby parents will be sent an invitation via email, which will be sent out shortly. Please click the link within the email to book a convenient meeting time. Please note, we can only accept one booking per child. If you experience any difficulties please contact the school office as soon as possible.

Our system relies on good timekeeping by parents and teachers. Appointment times will be displayed on each classroom door - please knock and enter at your appointment time.

Please note: If you have not booked your appointment by 4:00pm on Thursday 7 November 2019, there will unfortunately be no opportunity for you to see your child’s teacher at Parents’ Evening.

I look forward to seeing you all there.

Yours sincerely

Beverley Elliott
Headteacher