

24<sup>th</sup> September 2021

Dear Parent/Carer

### **AUTUMN PARENTS' EVENINGS**

I am delighted to invite you into the Academy to attend our Autumn Parents' Evenings, which will take place on a face-to-face basis, as follows:

**Wednesday 6<sup>th</sup> and Thursday 7<sup>th</sup> October for Specialist Provision and Years R, 1 and 2**

**Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> October for Years 3, 4, 5 and 6**

These will be 5 minute appointments between 15:30-18:00. The teachers value these evenings as an opportunity to talk to parents about how the children are settling into their new classes.

Please book your appointment(s) via the Parents' Evening booking system on our website:

<https://brookside.parentseveningsystem.co.uk>

A short guide on how to add appointments is available on the Parents' Evening booking page.

The booking system, for all four evenings, goes live at 18:00 on Monday 27<sup>th</sup> September. The booking system will close at 12:00 noon on each date for appointments the same day.

If you experience any difficulty with this system, please contact the Academy Office who will be happy to add appointments on your behalf.

Appointments will take place in the School Hall. Please walk around the back of the school to wait on the playground within sight of the Main Hall Entrance door from the playground. Staff will be positioned on the door to greet you and let you know when your child's Class Teacher is ready to meet you. Please arrive for your appointment 'just in time' to avoid large crowds developing. Teachers will keep to time to limit waiting times.

Children are welcome to attend appointments, however, we are unable to take responsibility for children who are not supervised by their parents/carers.

Mrs Ashford, Mrs Cinicola, Mr Lane and I will be available in the Hall, so if you have any questions or concerns please do come and talk to us.

I look forward to seeing you.

Yours sincerely



Brian Walton