

28th September 2023

Dear Parents and Carers

AUTUMN PARENTS' EVENINGS

We are delighted to invite you attend our Autumn Parents' Evenings, for Early Years to Year 6 parents and carers, which will take place on **Wednesday 18th and Thursday 19th October 2023**.

Following feedback from our Parents and Carers, we are offering a mix of Virtual Video appointments and Face-to-Face appointments this term:

- Virtual Video appointments will take place on Wednesday 18th October, from 16:00-18:00.
- Face-to-Face appointments will take place on Thursday 19th October, from 15:30-18:30.

These will be short appointments to give teachers an opportunity to talk to you about how your child(ren) are settling into their new class, as well as picking up on any questions you may have at the start of the year. Please remember that if you need to speak to a teacher, you can always request this through sending an email in to the Academy Office and the teacher will get back to you as soon as possible.

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 both evenings, goes live tomorrow at 18:00 (Friday 29th September).

Bookings 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.

On Thursday 19th October, Face to Face appointments will take place in the School Hall and in the Toucans Classroom area, as applicable. Please walk down the left-hand side of the school and enter via the Main Hall Entrance door. 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 Nevell, Mrs Cinicola and I will be available, so if you have any questions or concerns, please do come and talk to us.

Yours sincerely



Brian Walton