



Executive Headteacher Mrs C Adams
Head of School Mr M Cunniffe
northbrookpa.org

Dear parents,

Northbrook Primary Academy Parents' Evening on Thursday 7th October

We would like to take this opportunity to invite you to the Northbrook Primary Academy's Parents Evening Meeting **on Thursday 7th October**. The evening will run from 3.30pm – 6.30pm and will give you the opportunity to speak to your child's class teacher to discuss their engagement during the first few weeks of school.

Appointments will be five minutes in duration as there are lots of parents to see. Please don't be offended if your discussion is cut short, as the teaching staff will need to stick to a rigid appointment schedule in order to see everyone within their class. If you think that a longer appointment will be needed, please contact us to arrange a separate appointment. You will be able to book your appointments through the ParentApp with your child's teacher. If you have any issues please do not hesitate to contact enquiries@northbrookpa.org.

Please arrive 8-10mins prior to your appointment time and enter school through the school's main reception and you will then be guided to the correct classroom to wait for your appointment. The face to face meetings will take place in a socially distanced manner and the rooms will be well ventilated. There will be refreshments available in the main hall. During your waiting time, you will be able to complete the short questionnaire through ParentApp, so that we can gather your views on various aspects of your child's education and their time at Northbrook Primary Academy. We will send confirmation of your appointment times prior to the event.

We look forward to seeing you on Thursday 7th October but please understand that we may have to cancel or adapt the format of the event at short notice if the guidance around COVID regulations change. If you have any questions or queries please do not hesitate to contact me at school.

Kindest regards,

M Cunniffe

Mr M Cunniffe
Head of School



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