

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

Dear parents,

Northbrook Primary Academy Parents' Meeting and End of Year Reports

I would like to take this opportunity to invite you to the **Northbrook Primary Academy's Parents Meeting on Tuesday 6th July**. The afternoon will run from 1.30pm – 5.30pm and will give you the opportunity to speak to your child's class teacher after reviewing their end of year report which will be sent home with students on Friday 2nd July.

To accommodate the event school will finish at the earlier time of 1.00pm on Tuesday 6th July. If you are unable to make arrangements for your child to be collected at this time, we will be able to accommodate some children in school working with our support staff until the normal school finish time of 3.10pm or 3.15pm. This arrangement must be made in advance by completing the reply slip below or emailing enquiries@northbrookpa.org.

Appointments will be eight 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.

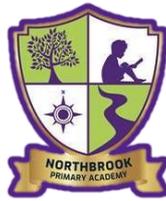
Parents of students in Reception, Year 1 and Year 2 should enter school through school hall side doors adjacent to the playground and wait for their appointment in the school hall. Parents of pupils in Year 3, Year 4, Year 5 and Year 6 will should enter school through the Main reception from where you will be shown to the school dining room and wait to be called for their appointment. The face to face meetings will take place within your child's classroom in a socially distanced manner. Rooms will be ventilated and you will be required to wear a facemask whilst moving around the school site and will to hand sanitise on entry to exit from the school site and classrooms. Please arrive 8-10mins prior to your appointment time and sign in at the desks outside the waiting room. During your waiting time, we will also be asking you to complete a short questionnaire 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 a further letter with confirmation of appointment times prior to the event.

We look forward to seeing you on Tuesday 6th July but please understand that we may have to cancel or adapt the format of the event at short notice if the guidance around COVID regulation 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



Northbrook Primary Academy Parents' Meeting
Tuesday 6th July 2021
1.30pm – 5.30pm
(Teaching staff please return to Mr Trainor-Tute)

Child's Name:

Year:

Please tick the box next to the statement that applies to you.

I will make the necessary arrangements to collect my child from school at the earlier time of 1.00pm on Tuesday 6th July.

I would like to request that my child is accommodated in school until the normal finish time of 3.15pm on Tuesday 6th July

My preferred appointment time is: *(we cannot guarantee your preferred time slot but will do our best to accommodate requests)*

1.30pm – 2.30pm

2.30pm - 3.30pm

3.30pm - 4.30pm

4.30pm - 5.30pm

Signed:

Date:

Print name: