



Executive Headteacher Mrs C Adams
Headteacher Mr M Cunniffe
northbrookpa.org

Dear parents,

Northbrook Primary Academy Parents' Evening on Thursday 5th October

We would like to take this opportunity to invite you to the Northbrook Primary Academy's Parents Evening on **Thursday 5th 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. You will be able to book your appointments with your child's teacher through the ParentApp. If you think that a longer appointment will be needed, please contact the office to arrange a separate appointment. If you have any issues please email us on enquiries@northbrookpa.org.

Please arrive 10 minutes prior to your appointment time and enter school through the school's main office. You will then be guided to the main hall for your appointment. There will be refreshments available in the dining hall before or after your appointment. Mr Cunniffe (Headteacher), Mrs Morris (Assistant Headteacher/SENDCo) and Mrs Cole (Inclusion Co-ordinator) will also be available to speak to on the day, if you require an appointment with them please contact the office.

During your waiting time, you will be able to complete a short questionnaire through ParentApp, so that we can gather your views on various aspects of your child's education and their first few weeks at Northbrook Primary Academy. We will send confirmation of your appointment times prior to the event. If your child attends with you please ensure that they are supervised during the event so not to disturb any of the other conversations taking place, we will not have an additional area to support childcare.

We look forward to seeing you on Thursday 5th October. If you have any questions or queries please do not hesitate to contact me at school.

Kindest regards,

M Cunniffe

Mr M Cunniffe
Headteacher



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