

Dear Parents/Carers

Parents Evening

1st October 2018

Our next parent evenings will be held on **Monday 15th October** between 3.30pm and 6pm, and **Wednesday 17th October** between 5.30pm and 7.30pm. **Please arrive at least 10 minutes before your appointment to look at your child's work.**

To help us keep to the ten minute meeting slots I would like to have some volunteers from our junior pupils so that we can organise a rota for ringing the bell every 10 minutes. If you are happy for your child to be on that rota, please email the office stating which evening and times that your child will be available for. Please note however that children who normally walk home should be collected by an adult before the end of the session.

For parents of children in **Years 1 - 6**, we will have children's work available to look through in the classrooms and the Teacher/Parent meeting will take place in the **large school hall**.

For parents of children in **Reception**, the Teacher/Parent meeting will take place in the **classrooms** and children's work will be available in the **corridor** outside those classrooms.

For parents of our **Nursery children**, Mrs Butt is arranging those meetings herself and will contact you about an appointment.

The sign up sheets will be at the school office on tables both before and after school. Each sheet will be clearly marked with the class and teacher's name. Please do not take the sheets away. If you have **more than one child** at Cranmere, please sign up on either **Wednesday 3rd October** or **Thursday 4th October**. If making more than one appointment leave at least one ten minute gap between them so that you have time to see each child's work.

If you have **only one child** at the school, please come along from **Friday 5th October** onwards. Do not sign up before Friday as we always give first preference to parents who have to make more than one appointment. If you are unable to come to school, you may appoint another person to sign up on your behalf or call the school office who will make an appointment for you over the phone.

If you have a particular concern regarding your child and need to make an appointment with Mrs Gooden, our Special Needs Co-ordinator, a separate sign-up sheet is also available.

Please note that there will be no teacher/parent run after school clubs during the whole parent evening week. Outside agencies will run as normal.

Yours sincerely,



Mrs K Daniels
Headteacher