



# Whitehill Primary School

01<sup>st</sup> March 2019

Dear Parents/Carers,

We look forward to Parents Evening this Monday 4<sup>th</sup> and Tuesday 5<sup>th</sup> March 2019.

After the success of the Parents evening in term 2, parent consultations will take place in the KS1/KS2 halls, where teachers, the SEN team and senior leaders will be available during your slot to discuss your child's progress. Please note the following important information:

**3.15pm pick up for KS2** - The school day will finish at 3.15pm for both KS1 and KS2 on these days to allow time for teachers to begin sessions at 3.30pm. The Sun Lane gate will be open at 3.10pm to allow parents to pick up from the KS2 playground.

**Reception/KS1 access** – The School Lane gates will close at 3.40pm as normal, so if you are arriving for your appointment after this time, access to the KS1 hall will be through the main Sun Lane gate, through the side staff car park, around the back of the KS2 building and up the ramp to the KS1 playground, to allow you to access the KS1 hall doors. This route will be signposted.

**KS2 access** - If you are arriving after 3.40pm, access will be via the main Sun Lane gate, towards the staff car park to the right of the KS2 building and through the side door signposted 'KS2 Hall'.

*Note* - If you have children in both key stages, you will be able to access both halls using the ramp between the KS1 and KS2 playground. Please exit the hall through the entrance you came in, and leave the school site via the main Sun Lane gate.

**Children's books** - Each class teacher will have your child's books to look at during and after your appointment. When you have finished with your child's books, please place them in the 'Books' box near your class teacher.

**Creche** – We have organised a crèche in both KS1 and KS2 as we understand how difficult it can be for younger children during these sessions. The crèche will be led by several teaching assistants and will be available for children from 3 years to 8 years of age. Children will need to be signed in and out of the crèche by their parents. There will also be a maximum number of children within the creche due to ratios, ensure that you speak to a member of staff before leaving your children.

**Seating** - There will be seating in the centre of the hall to allow you to wait for your appointment time and to look at your child's books after the appointment.

**After School Club/Late Room** - The Late Room and After School Club will be held in the Sunshine Lodge on these days.

Headteacher: A Lowing

If you haven't already made an appointment, you are still able to do so using [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk), entering the event code **2644s** and selecting the teacher and booking time.

Yours sincerely

**Hannah French**  
**Acting Deputy Headteacher**

Headteacher: A Lowing