Valley Primary School

A Member School of Connect Schools Academy Trust

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9th February 2018

PARENT/TEACHER CONSULTATIONS

Dear Parents/Carers

We are holding two parent/teacher consultation evenings this term.

The dates are as follows: Tuesday 27th February 3.50 pm – 7.00 pm
Thursday 1st March 3.50 pm – 6.00 pm

Please use Parentmail PMX to book your appointment(s).
The system will open for bookings at 6am on Monday 19th February and will be available until 24th February. We would encourage anyone who is not already using Parentmail PMX to connect now.

Appointments are for a maximum of 10 minutes. Only one appointment per child will be allocated. The school will make every effort to accommodate requests from parents for separate appointments but this cannot always be guaranteed; any request for a second appointment will need to be made via the School Office. *If you do not make an appointment one will be allocated to you.*

We are able to offer a free creche on both evenings. If you are unable to make other arrangements for your children and you bring them with you, they must be left in the creche. **PLEASE DO NOT ALLOW YOUR CHILD TO BE ELSEWHERE ON OUR SCHOOL PREMISES EITHER ON THEIR OWN OR WITH A GROUP.** Thank you.

We need to ensure any children left with the crèche are as safe as possible, so we are asking you to observe a few rules to help us.

- All children must be signed in by an adult. This can be up to 10 minutes before your first appointment time.
- You will need to sign your child out again as soon as your discussions are completed.
- No children will be allowed to leave the crèche to wander the school corridors or playgrounds.
- The normal school behaviour policy applies to all school-aged pupils attending the creche.

Yours sincerely

Mr Stephen Jackson
Headteacher