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11^h January 2024

Dear Parents and Carers,

PARENTS EVENING

Week one - Thursday 1st February (3:30pm to 6:10pm)

Week two – Tuesday 6th February (4:00pm to 6:40pm)

We will be having our spring term parents' evenings on Thursday 1st February and Tuesday 6th February. Please book your appointments online at SCOPAY.com. Class 4N dates will be Wednesday 31st January and Thursday 1st February.

In order to be fair to all parents, and to minimise any overruns, we will set a timer for 9 minutes per meeting to allow for a change over between appointments. This is not intended to be rude in anyway but is simply to make the evenings work efficiently for both parents and staff.

If you have more than one child at Craneswater, please allow at least 10 minutes between appointments in order to move between classrooms. Your child's books will be available outside the classroom for you to peruse either before or after your appointment.

Unfortunately, if you are late for your appointment, it may not be possible for the teacher to meet with you that night and you will need to contact the office to reschedule.

**** SCOPAY booking will open at 6pm on Friday 12th January ****

We have included a map of classroom entrances, A or B for the evenings as the main reception will be closed.

We look forward to seeing you during the evening or either 1st or 6th February supporting the work of your children and their teachers.

Yours sincerely

Dave Jones
Headteacher