



**Mr Richard November**  
**Executive Headteacher**  
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Dear Parents/Carers

4<sup>th</sup> October 2018

## Parents Evening

It's that time again for you to make your parents evening appointment via ParentMail. This means that you will be able to log on to your account and make your own appointments with your child's class teacher.

If you do not have Parentmail or you have not yet connected, you will need to register before you can book your appointment online. Those of you who have registered will receive an email from Parentmail explaining what you need to do to make an appointment. Parents without an email system should come into the office and one of the office team will help you.

You can book your appointment from Friday 5<sup>th</sup> October 2018. If you have any problems, please either phone the school office or pop in and see one of the team who will be happy to help you.

We are pleased to invite you to come into the school and speak to your child's class teacher on either of the following dates:-

**Wednesday 17<sup>th</sup> October 2018**  
**Thursday 18<sup>th</sup> October 2018**

**- 3:20pm to 5:00pm**  
**- 3:20pm to 6:30pm**

Children in Reception, Y1, Y2 & Y3 will not be expected to attend the meetings; children in Y4, Y5 and Y6 can attend.

If you do have difficulties with child care arrangements, we will be operating a crèche facility on both days for the **first hour only**. Please note that children will not be permitted to wait in the corridors or anywhere else on the school site while the crèche is available. After the crèche closes the children may wait quietly outside their classroom.

Please ensure you request an early appointment time to ensure the crèche will be available to you.

Please note that the crèche is only available to **current pupils of Valence Primary School**. We are unable to provide childcare for any child that is under school age, or does not attend this school.

We will be selling refreshments in the workshop, (all proceeds going to support Valence children) on both evenings between 3:15pm and 4:30pm and look forward to seeing you. The crèche will be open in the Hall from 3:15pm to 4:15pm.

Kind regards

**Mr R November**  
**Executive Headteacher**

