

St Martin's C of E Primary School

Lower Church Lane, Tipton
West Midlands, DY4 7PG

Headteacher: Mrs R Rought

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'I can do all things through
Christ who gives me strength'

10th February, 2025

Arrangements for Parents' Evening

Dear Parents and Carers,

Thankyou for requesting a parents' evening appointment, we are very much looking forward to meeting with you on either the 11th or 13th of February. To ensure that the evening runs smoothly, we will keep meetings to **10 minutes only**, which will be strictly adhered to. This will result in everyone being able to see the teachers at their allocated time and not be kept waiting. If possible, please do not bring children along to the evening, as we will not have much space to accommodate them.

Entrances and Exits

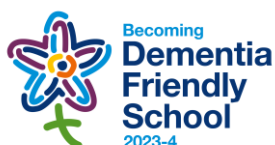
Nursery - Please access the classroom via the **nursery playground gate**, you will be able to see your child's environment whilst you wait for your appointment time. Please do not arrive any more than **10 minutes before your slot** to avoid overcrowding in the classroom. If you have a child in other year groups, please exit via the nursery gates and walk around to the playground conservatory (see below)

Reception – Year 6 - Please enter school via the playground conservatory. In the hall you will find your child's books, once you have the books, **please make your way to the chairs that are positioned outside your child's classroom**. This is where you be able to wait until the class teacher calls you in for your meeting. After your meeting, please exit school via the playground conservatory. If you have a child in nursery, please leave via the conservatory and walk round to the nursery classroom door. **We would advise that you arrive no earlier than 20 minutes before your appointment time**, if you wish, you can continue to look at your child's work in the hall after your appointment has finished.

If you have any queries regarding parents' evening, please speak to your child's teacher directly, or one of SLT on the morning gates.

Yours faithfully,

Mrs R. Rought
Headteacher



Leading Parent
Partnership Award

2021–2024