

St Martin's C of E Primary School

Lower Church Lane, Tipton
West Midlands, DY4 7PG

Headteacher: Mrs R Rought

Tel: 0121 557 1543

Website: www.st-martins.sandwell.sch.uk

Email: office@st-martins.sandwell.sch.uk



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

11th October 2024

Arrangements for Parents' Evening

Dear Parents and Carers,

Thank you for requesting a parents' evening appointment, we are very much looking forward to meeting with you on either the 22nd or 24th of October. Your child / children will have brought home a slip of paper with your appointment date and time today, if you have not received it, please speak to their class teacher in person, or via Class Dojo. 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.

Entrances and exits - We have changed the arrangements from previous years, so please read the information below carefully to ensure you know where to go once you arrive at school. We will ensure there are signs around school to help you find your way around.

Nursery - Please access the classroom via the nursery playground, 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 - Please enter school via the playground conservatory, you will then be able to go straight into the classroom 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 nursery, please leave via the conservatory and walk round to the nursery classroom door. If you have a child in years 1-6, please re-enter that hall to find their books and make your way to the chairs outside the classrooms.

Year 1– 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

