



*Broadclyst Community Primary School
A Cornerstone Digital Academy*

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RE: Nursery Parents' Evening Appointments

Dear Parents,

Below you will find the dates and times that are available for you to book a time to meet with your child's key worker. You will have the opportunity to discuss progress and targets. For those of you with children that are starting in Reception, this will be a chance to discuss your child's end-of-year report.

These meetings will take place on the following dates:

Key Worker	Date	Time
Kim Brooks	Monday 9 th July	5.30pm – 9.00pm
Anna Clotworthy	Wednesday 11 th July	8.30am – 12.00pm
Savannah James	Wednesday 11 th July	8.30am – 12.00pm
Lucy Greenaway	Thursday 12 th July	3.30pm – 4.45pm
Liz Davidson	Friday 13 th July	8.30am – 12.00pm
Carly Newcombe	Friday 13 th July	12.00pm – 3.30pm
Chris Monkley	Monday 16 th July	8.30am – 12.00pm
Nicky Evans	Monday 16 th July	12.00pm – 3.30pm

Appointments will last for 10 minutes and will be bookable every quarter of an hour. This should help us to run to time and prevent parents having to wait for their time with the Key Worker. Please sign in at Main Reception for your appointment, unless your appointment is with Mrs Brooks on Monday 9th July. Appointments with Mrs Brooks will be held in the Music Room, with the waiting area in the Art Room.

Accompanying this letter are instructions on how to book your appointment. **Please only book an appointment to meet with your child's Key Worker.** If you wish to speak to Mrs Brooks, in addition to the discussion with your child's Key Worker, please email her to arrange an appointment on a separate occasion.

For those parents that are separated and where both have parental rights, we would very much appreciate it if you are able to attend **one** appointment together. This would be the most convenient for the school, however if separate appointments are more workable please do contact the school to make a separate appointment at another time.

Yours sincerely,



Jonathan Bishop
Headteacher