



6th December 2019

Dear Parent,

Christmas Craft Afternoon – Wednesday 18th December

You will have seen from recent newsletters and posters around school that we have a Christmas Craft Afternoon planned for Wednesday 18th December, sandwiched between our Christmas lunch and 'Singing Around the Tree' (5pm) that are also happening on the same day! We hope that this afternoon will give you an opportunity to spend some time with your child in their class, taking part in activities planned and organised by their teacher and supported by the class team.

We are keen for the afternoon to be as comfortable as possible for all involved and are pleased to be able to allow you to visit children in different classes where you need to.

In Key Stages 1 and 2 activities will take place between 2.00pm and 3.00pm. You are invited to join Years 1 – 6 by entering the school through the **main Queensway entrance and hub** at any time during this period – using this entrance will support us in maintaining our awareness of parents arriving and leaving.

If you have a number of children in these year groups you are invited to join all of them during the course of the afternoon and, after making appropriate teachers aware, you are welcome to take your child to visit and share activities with their siblings across Year 1-6 so that you can have fun all together as a family should you wish – activities will be set up to make this an enjoyable experience whether visiting 'older or younger' classrooms. At 3.00pm parents will be asked to leave classrooms and the school building so that end of day procedures can be followed and children can be collected from the courtyard at 3.15pm in the normal way.

Please can we politely remind parents of our Safeguarding arrangements while waiting to attend all events held in school.

Unfortunately we cannot provide the opportunity for parents to wait inside the building whilst the school is occupied by children who are going about their learning, this means parents and carers are asked to wait outside of the building prior to school events taking place. The ENTRY TIME for the above event is 2.00pm and the start time of the event is also 2.00pm. Please keep this in mind when you are attending, as we are keen that you do not have to wait too long in the cold or wet.

We guarantee that events will never start earlier than the planned time, so please do not be concerned that you will miss out on the event. Many thanks your help with this matter – it enables us to ensure that the school is a safe and comfortable environment for all children.

The Christmas Craft Afternoon in the **Foundation Stage will run between 2.30pm and 3.00pm.** Again access will be through the main entrance and hub at any time during this period. To maintain a comfortable and settled environment in the unit there will be no visiting children from elsewhere in the school. As the craft period comes to a close, parents attending will be invited to take their children with them from the setting to make their way home or wait in the courtyard for siblings.

Again, please can we politely remind parents of our Safeguarding arrangements while waiting to attend all events held in school.

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We look forward to the vibrant, fun and enthusiastic atmosphere that these afternoons create. Feel free to speak to your child's learning leader if you require any further details about arrangements or how the afternoon can fit for you and your family.

Yours sincerely,

Scott Hampton
Leader of Learning and Development