



Busbridge CE (Aided) Junior School  
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**Headteacher**  
Mr Richard Catchpole BSc (Hons) PGCE NPQH

Tuesday 16<sup>th</sup> July 2019

Dear Parents / Carers

**Parents 'Open Afternoon' – Monday 22<sup>nd</sup> July : 2.30pm to 4.00pm**

As you are probably aware, we do not have a formal parent/teacher meeting event in the summer term. Instead, this year we are planning to hold a more informal parents 'Open Afternoon'. **The date for this is Monday 22<sup>nd</sup> July : 2.30pm to 4.00pm.** Please note the following details:

- (i) There will be a sign in sheet in the entrance hall on which **you will need to sign in before going to your child's classroom.**
- (ii) The open afternoon is an opportunity for you to come into school so your child can show you their work and talk about their achievements this year. You and your child will be able to take their work tray and books somewhere in the school (playground, field, hall, classroom, etc) and spend some time looking through it together.
- (iii) There won't be the opportunity to book a time to speak to your child's class teacher. However, there may be the opportunity in the afternoon to have an informal chat with them.
- (iv) The school is open after 3.30pm for parents to pop in and see their child's work. You may of course bring your child in with you if you wish.
- (v) **If you leave school before 3.30pm you may of course take your child with you. However, you will need to sign them out (on the class lists in the hall) before you leave with them. This is so we know exactly who is on site in the case of an emergency.**

We look forward to seeing you in and around school on Monday afternoon.

Kind regards

Richard Catchpole  
Headteacher