

21st January 2019

Dear Parents/Carers

Family Open Afternoon – Wednesday 13th February 2019

We would like to invite you to our Family Open Afternoon on Wednesday 13th February 2019 from 2.15-3.00pm for the whole school (including Reception). Please ensure no more than 2 family members per child attend.

Family members will have the opportunity to join their children in their classrooms to explore their learning and share in their achievements as part of our whole school Culture Week.

Please fill in the attached slip to indicate the name and number of adults attending this event. Also, we would like to highlight the information overleaf as we need to make all visitors aware of some health and safety requirements during their visit. We are keen to continually improve visits to the school and would therefore appreciate your support through following the health and safety guidance when visiting our school.

Due to Health & Safety reasons, no pre-school children will be allowed to this event.

There will be three school entrances open to ensure visitors are able to get into school without waiting in a long queue. If you are visiting a child in Reception/Year 1 first, please use the community entrance. If you are visiting a child in Year 2/3 first, please use the main office entrance. If you are visiting a child in Years 4/5/6 first, please enter via the green gate at the junior end of the building. Once inside school, you will be able to move freely between your children's classes at any time. We ask you to kindly pass this information on to the person who will be attending.

We hope you will be able to join us for this fun afternoon

Yours sincerely

A R Izzard-Snape
Headteacher

Growing together on our learning journey

Headteacher: Mr A R Izzard-Snape

Deputy Headteacher: Miss J P Heald

Loatlands Primary School, Harrington Road, Desborough, Northamptonshire, NN14 2NJ

T: 01536 506404 E: parents@loatlandsprimary.net W: www.loatlandsprimary.net

Loatlands Primary School is part of the Montsaye Community Learning Partnership. MCLP is a private company limited by guarantee. It has charitable status and is registered in England and Wales under company 07670511. Registered office: Greening Road, Rothwell, Northamptonshire NN14 6BB

HEALTH AND SAFETY GUIDANCE

We are keen to continually improve visits to the school and would therefore appreciate your support through following the Health and Safety guidance when visiting our school:

- You will be asked to sign in and wear a visitor sticker.
- Personal mobile phones, cameras or any other portable device with a camera must be switched off while in school.
- If the fire alarm does sound (continuous bell) please leave the building quickly and calmly by the nearest available fire exit – all children will be escorted and managed by school staff to exit the building safely and must not be taken by parents/carers.
- If you have children in more than one class, we would request that you move between classes and not your children so that we can ensure their safety at all times.
- We are a no smoking premises.
- If you have a medical condition that you feel the school needs to be made aware of while you are visiting our site, please make sure you inform the office staff on your arrival.

FAMILY OPEN AFTERNOON – WEDNESDAY 13TH FEBRUARY 2019

Child's Name _____ Class _____

I can confirm that _____

_____ (names of adults) will be attending.

Signed _____ (Parent/Carer)

Name _____ (Parent/Carer)

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