



18 October 2021

Dear Parents/Carers

EYFS Book Look Evenings

We are writing to invite you to our EYFS Book Look evenings on **Monday 15 November 2021 and Wednesday 17 November** from 3.30pm to 6.30pm. We are deeply aware that due to previous COVID restrictions our transition processes into school were a little different. In light of this, this year, we will be trialling a slightly different approach to our first EYFS book look evening of the year.

You will have an opportunity to book a ten-minute appointment with your child's class teacher. During this appointment there will be an opportunity for you to look at your child's learning as well as discuss how you can help at home. Each appointment will be assigned a 10-minute slot. We ask that parents support us in keeping to these times to ensure the evening runs smoothly and to time for all families. Should you feel further time is needed then your child's class teacher will happily book in another time to meet with you.

In order to make an appointment please complete the proforma below and return to your child's class teacher by Friday 5 November. We would be very grateful if you could give teachers a "window time, of at least one hour", e.g. 3.30pm– 4.30 pm, 5.00pm – 6.00 pm, in which to give you an appointment. Staff will notify you of your appointment time by Tuesday 9 November.

We will continue to keep the building well ventilated with both doors and windows open. Please do use the hand gel that is provided around school and on entering the school. In addition, we do encourage the wearing of masks and ask that you complete a lateral flow test within 24 hours before attending.

Regular communication with you and the class teacher, we feel, is a great way to keep lines of communication open and hopefully address any issues at an early stage. We would always encourage parents to be in contact with us as soon as you have any concerns and not wait until there is a parent evening before you feel you can meet with staff.

As always, we are very appreciative of any feedback so that we can ensure that we develop this valuable opportunity to be as effective as it possibly can be.

Best wishes

Rebecca Wood
Head of School

Please return this proforma to your child's class teacher by Friday 5 November 2021

EYFS Book Look Appointment

Child's Name _____ Class: _____

I would like an appointment on Monday 15 November 2021 between _____pm and _____pm

I would like an appointment on Wednesday 17 November 2021 between _____pm and _____pm

Staff will try to meet your preference wherever possible.