



17th November 22'

RE: Parent Drop-In Evening: Wednesday 7th December 22'

Dear Park Lane Family,

It is that time of the year where we prepare for our Parent Drop-In Evening for the Autumn term. We are thrilled to be able to open our doors to our families to invite you to come and experience the magic of Park Lane for yourselves on Wednesday 7th December. During the evening, you will be given the opportunity to informally discuss any concerns or questions that you have with your child's class teacher, whilst observing the wonderful learning that they have been completing in their books and environment. The evening will take place in your child's classrooms and class teachers will be present to greet you upon arrival: children's books will be placed on tables for you to browse through at your own leisure. Prior to this evening, your child/children's class teachers will be uploading their Autumn Summary Reports to their Seesaw accounts by Friday 2nd December: should you wish to discuss anything on this report, the Drop-In Evening is an opportunity to do so.

The drop-in sessions will begin at 3:15 until 6:00pm as an open window: you can use to the main entrance to access your child's classroom. Rest assured that you will not need to book a time for the drop-in session; you are free to drop in, during the time window, at your own leisure. If you are unable to attend but would like to discuss anything with your child's class teacher, please make contact through our main communication platform, Seesaw and appropriate arrangements can be made.

As always, we thank you for your cooperation, patience and support and should you wish to discuss anything mentioned in this letter, please contact the school office with the details given at the very bottom of this letter.

Yours Sincerely,

A Ladbury
Head of School