



Monday 14th September 2020

Dear Parents/Carers,

Please find attached the following information:

- **Parent evenings** – a hard copy of this letter will be sent home with children today. Please complete the table on page 2 and return the letter back to school in your child's book bag as soon as possible. Class teachers will then allocate appointments on a "first come, first served" basis and the letter will be returned to you via your child's book bag detailing your appointment time.
- **Arrival & dismissal policy** – it is important that you read this policy and retain a copy for your records. If you wish to request permission for your child to arrive and/or depart unaccompanied, or if you need to notify us if another adult will collect your child regularly, please complete the online notification form here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=HCBDF7GBoEOqWbJW\\_OwBUanHQSAkeEhAsDSI1DyLH\\_BUNlCxVEpZS01URkEwWDFtMTdFSUhEUFJPUS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=HCBDF7GBoEOqWbJW_OwBUanHQSAkeEhAsDSI1DyLH_BUNlCxVEpZS01URkEwWDFtMTdFSUhEUFJPUS4u)

Alternatively a copy of this form can be found on the final page of the policy document, can be completed and returned by e-mail or hard copy.

- **16 day book** letter, including the schedule for this year. Please note the dates when the 16 day books will be sent home, and in particular the date by which the books must be returned to school.

Thank you for your support.

Best wishes  
The Glapton Academy