



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Friday 25th September 2026

Dear Parents/Carers,

Year 3 would like to invite you to join us for a special school activity on **Wednesday 21st October 2026, from 2:30pm to 3:00pm.**

The activity will take place in the **school hall**. Due to fire regulations and health and safety requirements, we can accommodate a maximum of **two adults per child**.

We would like to inform you that during parent/carer engagement events, photographs may be taken of students with their parents/carers or just photographs of parents/carers and these may be displayed within the school premises.

Arrival and Signing In

When you arrive at school, please make your way to the **school office to sign in**. Please could we ask that each family bring an electronic device with a QR code reader app to enable to sign each person in on arrival at the school office. A member of the Year 3 team will come down to meet you at **2:30pm** and take you to the hall.

For the safety of everyone, **all visitors must sign in on arrival**, as required by our fire-safety procedures.

We also kindly ask that:

- **Mobile phones are switched off and kept out of sight** throughout the event. This helps us protect the privacy and safety of all children.
- Parents and carers **must not move around the school site unsupervised**.
- If you need to leave the hall or require any assistance, please speak to a member of staff, who will be happy to help.

We are looking forward to welcoming you and sharing this special activity with you.

We hope to see you there!

Kind regards,

Mrs M Richardson and the Year 3 team

Mrs D Reynolds
Head Teacher