

Sutton Valence Primary School

Headteacher
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26th September 2019

Dear Parents and Carers,

Grandparent's Day - Friday 4th October 2019

As shared previously we are planning to hold our next Grandparent's Day soon. This day is always popular, the whole school changes and the children love it!

The day is split into various sections fitting around the school timetable. It is possible to book a session in a classroom throughout the day therefore allowing time to visit more than one grandchild if required, or you can book a whole morning or afternoon in school. However, we are unable to split sessions up so that more than one child is visited in one individual session. This is due to teachers planning activities/work for grandparents to participate in with their grandchild. It is meant to be a great experience to share and not just a case of popping in which simply disturbs the flow of the class. Please therefore consider this when you select sessions to visit. Lunchtime will be at normal time for the children with grandparents needing to leave the site please.

All of the above, however, is dependent on numbers. We will work on a first come, first served basis in allocating sessions until we reach the maximum number of grandparents per class in order to comply with our fire and health and safety arrangements. I will need to set a deadline for booking as there will need to be work planned around this, hence the need for numbers: the deadline is therefore **3.15pm on Monday 30th September 2019**. This will then enable us to respond on the following day, Tuesday 1st October, in order that any work arrangements can be sorted in plenty of time. With your confirmation, you will also be sent the Safeguarding procedures for the day. Please be aware that requests received after 3.15pm on 30th September *will not* be considered for the day. As a reminder, this date has been shared via the school website since the beginning of term.

If any attending grandparents have mobility issues, please make the school aware so that these can be accommodated.

We look forward to another positive open day for our pupils and grandparents.

Yours sincerely,

Miss M Terry
Headteacher

Grandparent's Day - Friday 4th October 2019

Session	Detail	Time	✓	Confirmed by School
1	Whole morning session	9.10am-12pm		
	Morning break/coffee for grandparents on site	10.20am-10.40am		
2	Morning session (welcome to stay for coffee at 10.20am)	9.15am-10.20am		
3	Morning session (welcome to arrive for coffee at 10.20am)	10.40am-12pm		
	Lunchtime - all grandparents off site please			
4	Whole afternoon session	1.15pm-3.10pm		
	Afternoon break/tea for grandparents on site during the afternoon	2.15pm-2.30pm		
5	Afternoon session (welcome to stay for tea)	1.15pm-2.15pm		
6	Afternoon session (welcome to arrive at 2.15pm for tea)	2.30pm-3.10pm		

Please indicate on the above form which times would best suit you. Be sure to tick all of them if you are able to offer some flexibility; this helps us a lot as we can better arrange numbers.

We will inform you by Tuesday 1st October 2019 of your confirmed time(s).

Child's Name Class

Child's Name Class

Child's Name Class

Name of Grandparents attending (please print names)

Please support our Safeguarding of pupils by either not bringing a mobile phone into the school or by leaving your phone with staff in the school office when you arrive. It is only by everyone working together for the safety of all pupils that we are able to have these open days, thank you.