

Moorside Primary School
Holdsworth Street
Swinton
M27 0LN

Head Teacher: Mr. S. Lawler-Smith
Tel: 0161 921 1295
Email: moorside.primaryschool@salford.gov.uk
Website: www.moorsideprimary.net
Twitter: @moorsideprimary



October 2018

Dear Parent/Carers

PARENTS' EVENINGS – KS1 AND KS2
TUESDAY 6TH AND THURSDAY 8TH NOVEMBER 2018

Our first parents' evening of the academic year is on Tuesday 6th and Thursday 8th November 2018. Please follow the **appointment booking process** and the **procedure on the actual evenings** as stated below:

Booking Process

- Please call into school on **Wednesday 31st October or Thursday 1st November 2018** to complete a time for your meeting with your child's teacher. The time sheets will be available in the hall from 2.45 pm each day. You will be able to access the hall via the KS1 playground behind early years. **Not via the Y2 breakout area.** A member of staff will be in attendance if you need any help.
- In Years 5 & 6, your child could be taught by up to three teachers during the course of day. However, you will still book an appointment with one teacher. They will have all the relevant information to talk to you about your child's progress. There will be a list in the hall so you know which teacher you should book an appointment with.
- If you cannot call into school personally please telephone the school office after 3.30pm, on the dates above, and ask one of the Reception staff to complete an appointment time for you. Alternatively you may email school and request an appointment time to be booked for you.

Parents' Evening

- On both parent evenings there will be **NO AFTERSCHOOL (SCALLYWAGS) CLUB**. However we will be providing a crèche from 3.30 – 6.30 pm in the Y2 breakout area where you can leave your child/children for the duration of your appointment.
- All parent/teacher meetings will take place in the Hall.
- Each teacher will be sat at a table and the children's books will be available for parents to look at.
- Parents should collect their child's books and then take a seat at the back of the hall until your allotted meeting time. You should then return the books to the table.
- **If you are bringing children you should enter via the Y2 breakout and book them into the crèche. Please do not take them into the hall.**
- If you are not bringing any children with you enter via the door leading into the hall from the KS1 playground. Please follow the signs.

In order to keep the evening flowing can we please ask you to be prompt for your appointment and if, for some reason, you are unable to attend please telephone the office.

Thank you

Yours sincerely

Mr S Lawler-Smith
Head Teacher

National Support School
designated by



National College for
Teaching & Leadership



*To go further than we thought possible
To run faster than we hoped
To reach higher than we dreamed
To be the best that we can be*

