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Achieve Excellence

## Oakdale Primary School

Oakdale Avenue  
Stanground  
Peterborough  
PE2 8TD

**Telephone: 01733 566237**

**Fax: 01733 554722**

**E-Mail: [office@oakdale.peterborough.sch.uk](mailto:office@oakdale.peterborough.sch.uk)**

**Website: [www.oakdale.peterborough.sch.uk](http://www.oakdale.peterborough.sch.uk)**

Headteacher

**Ms I. Wrigley B.A (Hons) PGCE, NPQH**

12<sup>th</sup> September 2019

Dear Parent(s)/Carer(s)

### **Reception Parents' Evening – 23<sup>rd</sup> and 24<sup>th</sup> September 2019**

We are holding parents' evening **only for Reception** parents on 23<sup>rd</sup> and 24<sup>th</sup> September. This is an opportunity to find out about how your child has settled in and for you to raise any concerns you might have with the settling in process. Usually parents' evening for all children is held in October. We have introduced earlier appointments this year to aid with the transition into school.

The sessions will be from 3:30pm to 6:00pm and each appointment will be for 10 minutes. There are no child care facilities, this is for parents only. All appointments will be held in the Reception classroom, in the school building, for both classes. Parents are invited to access the school via the main school entrance via the school office and wait outside the classroom.

From today Friday 13<sup>th</sup> September from 12:00pm we will be using Parents' Evening Manager on ParentMail – so you can book your parents' evening appointments from your smartphone, tablet or computer. You have until Thursday 19<sup>th</sup> September closing at 12:00pm.

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It is all very straight-forward, but if you need help you can visit the ParentMail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) Please note you will need to be registered on ParentMail to be able to book appointments – if you have not received a registration email or text, please contact the school office.

If you have any issues or queries with the process, please contact the school office to talk to Mrs Bavetta or Mrs Haynes as soon as possible.

Yours sincerely

Ms I Wrigley  
Headteacher

