



# HAYFIELD LANE PRIMARY SCHOOL

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Headteacher: Mrs L Tempest

20 September 2024

## **PARENTS' EVENINGS** **Wednesday 23<sup>rd</sup> October and** **Thursday 24<sup>th</sup> October**

Dear Parents/Carers

Our parents' evenings will take place on **Wednesday 23<sup>rd</sup> October** and **Thursday 24<sup>th</sup> October** for all year groups. **KS1 and KS2 (Y1 – Y6)** will be in the lower school hall – accessed through the main office doors. **EYFS (Nursery – Reception)** will be in the nursery with Sparrow class used as a waiting area – accessed via the playground. We shall start at 3.40pm and the last appointment is 5.50pm. Appointments last for 10 minutes. If you need longer, please make alternative arrangements with the class teacher.

Appointments can be made from **7am on Monday 23<sup>rd</sup> September** and will close **at 8am on the school day prior to the parents evening**. Please allow time between appointments if you are booking for more than one child, should you wish to make any changes after this date please contact the school office.

Please visit <https://hayfieldlane.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter. If you require a paper copy please contact the office.

If you have problems making the appointment online then please contact the school office who will be happy to add appointments on your behalf.

**If your child has an SEN Support plan the review meeting replaces Parents Evening and you do not need to book a slot.**

Both myself and members of the governing body will be in school all evening if there is anything that you would like to discuss with us.

We really do hope that as many of you as possible attend and support your children. We look forward to seeing you.

Regards

Mrs. L. Tempest  
Head teacher