

West Sussex County Council

Plaistow and Kirdford Primary School

Plaistow
Billingshurst
West Sussex
RH14 OPX



Tel: 01403 871275 Fax: 01403 871470

Email: office@plaistowkirdford.com

Headteacher: Mr C King

8th February 2018

Dear Parents and Carers,

RE: SPaG Workshop 27th February 2018

Many thanks to all our families who responded to our initial survey about the SPaG (spelling, punctuation and grammar) workshops.

Having looked at the responses, the majority of families opted for an afternoon workshop. As a result, we will be running our SPaG sessions for families from 1.45pm on Tuesday 27th February 2018.

There will be three sessions running consecutively:

2pm Key Stage One (Reception, Year One and Year Two)

2.30pm Lower Key Stage Two (Year Three and Four)

3pm Upper Key Stage Two (Year Five and Six)

Families are welcome to arrive at 1.45pm for tea, coffee and biscuits in the hall. Parents will be able to stay for all three sessions if they would like to. Alternatively, if they would like to come to a specific session only, please arrive at the time stated above.

Sessions will be held in the school hall; as usual younger siblings are welcome.

Please book in for the sessions you wish to attend using our online booking system (please see the attached for how to make your booking). Booking closes at 9.00am on 26th February. If you require any assistance with making your booking, please contact Mrs Parsons in the school office and she will be happy to help you.

If you are unable to attend, please speak to your child's class teacher and they will be able to provide you with any hand-outs.

Yours sincerely,

Mr King



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HOW TO BOOK SCHOOL CLUBS USING THE PARENT BOOKING SYSTEM

1. Please go to: Plaistowandkirdfordschool.parentseveningsystem.co.uk/
2. Enter your Title from the drop down box
3. Enter your First Name – in full (Capital letter for the Initial letter only)
4. Enter your Last Name (Capital letter for the Initial letter only)
5. Enter your Email Address (this is the email address you use for the school to contact you)
6. Re-enter your Email Address
7. Enter your Childs First Name – in full (Capital letter for the Initial letter only)
8. Enter your Childs Last Name (Capital letter for the Initial letter only)
9. Enter your Childs Date of Birth (dd/mm/yyyy)
10. Press 'Login and Continue'
11. The next screen should allow you to continue to book your requested clubs.

