

3rd October 2018

Dear Parents/Carers



VIP Event - Mornings for Reception to Year 6

As you will have seen in the Dates for the Diary section of the weekly newsletter, this term we will be holding our **'Bring an Adult to School' VIP Morning on Tuesday 9th October 2018 from 8.45am to 12.10pm.**

We would like each child to invite **one Very Important Person** (mother, father, grandfather, grandmother, stepfather or other relative) into school to spend a morning session learning with them! During the morning you will be able to take part in lessons (don't forget to put up your hand!) and see how your child learns in class. Please sign up for one session: either the first session from 9.00 or the second session from 11.00

Our timetable for the morning is:

Session One:

Arrive from 8.45am. Drop your child in to class and then come to the office to sign in. VIPs will then go straight to class.

10.15am Children will escort their VIPs to the office foyer if they are leaving, VIPs are welcome to stay for assembly and then for tea and coffee in the hall.

Session Two:

10.35 Tea and coffee will be available in the hall.

10.55 Children will collect their VIPs.

12.05 Children will escort their VIPs back to the office.

If you have more than one child at the school, you are very welcome to visit their classes throughout the morning. Whilst you are welcome to stay for the whole morning, if you need to leave earlier, please sign out at the school office.

Research has found that parents who are fully involved in their children's early education have a significant impact on attainment and on future aspiration. High parent-involvement with seven to eleven year olds is linked with better national examination performance at age 16.

For safety and safeguarding reasons, we need to know numbers and names of people attending in advance. You will be able to book your place via our parent booking system: <https://plaistowandkirdfordschool.parentseveningsystem.co.uk/> or via the school office. Please see attached for how to book using the parent booking system. Please reserve your place by Monday 8th October.

Only parents who have booked a place directly using the link above or have contacted the office directly by 4pm on Monday 8th will be able to attend the morning. VIPs who have not been booked on will not be able to attend the morning.

We will be holding further VIP mornings over the school year, on **Tuesday 5th February 2018** and **Tuesday 4th June 2018.**

Many thanks for your support,

Mr King
Head Teacher

How to book events using the Parents 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 (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.