

23rd May 2019

Dear Parents/Carers



VIP Event - Mornings for Reception to Year 6

As you will have seen on our Calendar on the School Website, this term we will be holding our 'Bring an Adult to School' VIP Morning during the first week back after half term.

This is a busy week for school and we're very keen for families to join in!

VIP morning for **Years 2 – 6 will be on Tuesday 4th June.**

VIP morning for **Reception and Year One will be on Thursday 6th June.**

Each child may invite **one Very Important Person** (mother, father, grandfather, grandmother or other relative) into school to spend a morning session learning with them! VIPs will be able to join in with their child's learning.

To ensure our VIP morning is safe and successful we ask that:

- ***A limit of one adult per child for each session in school.***
- ***That there is absolutely no use of mobile phones or cameras anywhere on the school site.***
- ***If the class you are visiting is getting changed for PE all VIPs will be asked to wait outside the classroom.***
- ***VIPs must be booked on to the morning by midday on Monday 3rd June. If you have not booked a session you will not be able to attend on the morning. We will be making sure that children in school understand this as well.***

Because it is Sports' Week, PE sessions will be taking place during both mornings – so don't forget to bring your trainers!

On Tuesday:

- Years 4 and 6 will be having a special session with Brighton and Hove during the first session (9.00 – 10.15am).
- Years 5 and 3 will be having a special session with Brighton and Hove during the second session (10.55 – 12.05).

The Brighton and Hove sessions will feature either: Wheelchair Basketball, Blind football or Deaf Boules.

The other sessions will be class based.

On Thursday:

- Year One will be having a special session with Brighton and Hove during the first session (9.00 – 10.15am).
- Reception will be having a special session with Brighton and Hove during the second session (9.00 – 10.15am).

The Brighton and Hove sessions will feature either: Wheelchair Basketball, Blind football or Deaf Boules.

The other sessions will be class based.

For both Tuesday and Thursday we are unable to confirm which of the Brighton and Hove activities the children will be taking part in.



- For safety and safeguarding reasons, we need to know numbers and names of people attending in advance.
- **If you have not booked a session you will not be able to attend on the morning.**
- 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 below how to book using the parent booking system, which now open for bookings. Please reserve your place before midday on Monday 3rd June 2019.

Many thanks for your support,

A handwritten signature in black ink, appearing to read 'Mr King'.

Mr King
Head Teacher

How to book events using the Parents Booking System

1. Please go to: [Plaistowandkirdfordschool.parentseveningsystem.co.uk/](https://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.

If you require any assistance booking your VIP session, please telephone the school office and we would be very happy to help you.