



**Leading  
Learning Trust**



Portway Primary School,  
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06.11.19

Dear Families,

I hope you all had a good break over half-term, including the extra hour through changing the clocks, and are ready for the festive spirit to begin in the weeks leading up until the Christmas. Staff have already begun planning this year's Christmas Performance, Carol Concerts and Winter Fair, complete with Santa's grotto and real life reindeers!! It sure is going to be a Christmas extravaganza! More details will follow later this half term!

### **School Closure**

As you may be aware a Parliamentary Election has been called for 12th December 2019. I have now been informed that as our school is a polling station, we will have to close for an additional day. Therefore, the school will be closed to all pupils on: Thursday 12<sup>th</sup> December 2019. I apologise for any inconvenience this may cause, but we are sure you will understand that the reason for this closure is beyond my control.

### **Pupil Conferences: Monday 16<sup>th</sup> December 2019 7.45am-8.45am and 1.15pm- 7.45pm**

This term there will be an opportunity to meet your child's teacher and discuss their start to the year and any targets set for them. Please note we would love all pupils to come along with you so that they can share and talk about their learning. This year's pupil conference will run from 7.45am-8.45am and then again from 1.15pm until 7.45pm. Therefore the school will close on Monday 16<sup>th</sup> December from 1.00pm for all pupils. I appreciate closing the school may cause inconvenience, however, this will allow for a wider range of time slots to be available, longer appointments and more time to discuss and look at your child's learning with their class teacher.

I also understand that childcare may be problematic as a result of the school closure. Therefore, there will be limited childcare available from 1.00pm until 3.00pm, which will be charged at £8 per pupil. This will be run by school staff. Booking the childcare provision is essential to ensure we have the correct number of staff and can be done so via Parentmail. The link for booking will be sent out along with the appointment booking form w/b: 11<sup>th</sup> November 2019. Zones 3-6 will run as normal from 3.00pm until 6.00pm.

I would like to remind our families to ensure pupils are collected promptly in order to allow our teachers to start meeting with families, as soon as possible.

Booking an appointment:



Accredited  
Until 2019



After the success of last year's online booking, you will be required to select your time preferences on Parentmail. Once you have selected your preferred time, this slot is automatically allocated to you and becomes unavailable for other families. The link will be set out on Parentmail w/b: 11<sup>th</sup> November 2019.

I look forward to what is shaping up to be another successful half term at Portway.

Best wishes,

A handwritten signature in blue ink, appearing to read 'Scott Chudley', with a horizontal line extending from the end of the signature.

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Scott Chudley  
Head teacher