



# TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

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28<sup>th</sup> September 2018

Dear Parents

## **Pre Prep Grandparents' Afternoon for Reception to Year 2 Friday 19<sup>th</sup> October – 2.00pm Read Hall**

You may have seen from the school calendar and curriculum letters that we are planning an afternoon for the grandparents of our Pre Prep children. We are keen to share a little of the 'Town Close Way' with our visitors as well as giving them the chance to visit their grandchildren's classrooms. Please note, that the afternoon is for visitors of children in Reception to Year 2. Nursery children are not included in this event, due to their young age, and the Nursery will not be open to visitors on this occasion.

The afternoon will begin with tea and cake in the Read Hall as we wait for the Pre Prep children, who will have just completed an exciting science week, to arrive. Work will be on display in celebration of this and the children are also preparing a presentation for visitors, involving song and dance. Children will then take grandparents to their classrooms, where they will talk to them about all the work they have completed so far this year and show them their books. After a story to round off the afternoon, we will thank our grandparents for coming and, if they are taking children home, they will be able to do so at this point.

We are able to offer limited parking on site on the Newmarket Road playground from 1.40pm, which we would like to prioritise for those grandparents with limited mobility. These spaces will need to be booked by contacting Mrs McCloy on the Pre Prep front desk as we cannot cope if more cars arrive than there are spaces. Please can we ask more mobile grandparents to use local on-street parking and walk into the school. To help with our organisation, we would be grateful if you would please complete the proforma below and return to the Pre Prep office by Monday 15<sup>th</sup> October.

We appreciate that not all children will have grandparents who can attend. However, an aunt, uncle or close family friend is welcome to attend instead. Please can we ask parents to refrain from coming on this occasion, though, so that there is space in the classrooms for all our other visitors. Those grandparents who already have a parent badge are asked to wear this. We will have staff ready to sign in all other visitors. If there is not someone who is able to join us, please indicate this on the proforma so that we can make arrangements for children to share their books with an adult in school.

We look forward to welcoming grandparents and other visitors on this afternoon and hope that your children's grandparents and family enjoy their time with us.

With thanks and best wishes

Melanie Harries

Melanie Harries

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**Pre Prep Grandparents afternoon – Friday 19<sup>th</sup> October 2.00pm – 3.00pm.**

*Please complete and delete as appropriate.*

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

- My child will have \_\_\_\_\_ visitors attending.  
The visitors are (please insert names) \_\_\_\_\_
- My child will not have visitors attending.

*Going home arrangements on Grandparents' afternoon*

- My child will be going home with the grandparents/visitors.
- My child will be going to ASC.
- My child will be on Stop and Collect.
- Other – please specify – My child will be going home with \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_