

15 January 2024

Dear Parents/Carers

### **Open Afternoon – Discovery Class**

We are pleased to cordially invite you to the Engage Department Open Afternoon on Wednesday 7 February 2024.

The open afternoon will start at 1.30pm and end at 2.30pm. You will have the opportunity to visit your child's class, see them at work, look at the progress they have made and meet with the staff.

Unfortunately, as space is limited, and in order to comply with Fire Safety regulations, we will need to ensure that we do not exceed the maximum number of persons allowed in the classroom, therefore places will be limited to 2 adults per child. As the open afternoon is held within the classroom, we are unable to accommodate siblings at this event, sorry. Please may we remind you that mobile phones cannot be used in school, if there is a reason that you need your mobile, please speak with the class teacher.

Please complete the booking form below should you wish to attend. If you are attending, you can take your child home at 2.30pm but please ensure to indicate your intention on the booking form and let your class teacher know. If your child travels on KCC Home/School transport, please also let your transport provider know that you are taking your child.

We very much look forward to seeing you should you be able to attend.

Yours faithfully

*Caroline Jaques*

Caroline Jaques  
Assistant Principal Engage Department



Meadowfield School  
Swanstree Avenue  
Sittingbourne  
Kent ME10 4NL

T: 01795 477788  
E: office@meadowfield.kent.sch.uk

Ms Angela Howe, BA Hons, NPQSL  
Principal

**Open Afternoon – Discovery**

I WILL / WIILL NOT be attending the Open Afternoon on Wednesday 7 February 2024 arriving at 1.30pm

I WILL / WIILL NOT be taking my child home after the open afternoon

I would like to reserve.....spaces (Maximum of 2 adults per child, sorry we cannot include siblings)

Child's Name ..... Class.....

Signature: ..... Date: .....  
Parent/Carer Signature