



Meadowfield School  
Swanstreet Avenue  
Sittingbourne  
Kent ME10 4NL

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

Ms J Palmer BSc, MA, MA, NPQH  
Principal

April 2023

Dear Parents/Carers

### **Emeralds Class Open Afternoon**

You are invited to Emeralds Class Open Afternoon on **Tuesday 9<sup>th</sup> May 2023**.

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.

If you are attending the open afternoon, you can take your child home at 2.30pm but please advise the class teacher and reception. If your child travels on KCC Home/School transport, please let your transport provider know that you are taking your child.

I am certain the afternoon will be very informative and look forward to seeing you.

Yours faithfully

Caroline Jaques  
Assistant Principal EYFS and Engage Department



-----Please return to the School-----

### **Emeralds Class Open Afternoon**

I **WILL / WILL NOT** be attending the Open Afternoon on **Tuesday 9<sup>th</sup> May 2023 arriving at 1.30pm**

I **WILL / WILL 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: .....  
Parent/Carer Signature

Date: .....