



Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

9th February 2024

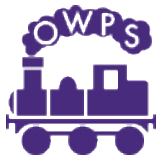
Dear parents and carers of Children in Years 1-6

Open Day 2024!

For the past two years we have held an Open Day in school to give parents and carers another chance to spend time with their children in the building, looking through their work together. Last year's Open Day worked really well, and it was great to see so many of you pop in for a visit throughout the day. We have moved the Open Day to an earlier date in the school year to avoid overloading the Summer Term (which is always a very busy time) and so you aren't having to wait until the end of the year to see your children's work.

This year, our Open Day will run in the same way as last year. Everything you need to know about the event is below.

- ⦿ Our Open Day is on **Wednesday 28th February**
- ⦿ You will have the opportunity to come into school for a 30-minute visit with your child(ren).
- ⦿ The event is for parents/carers (or another family member) of children in Years One to Six.
- ⦿ **Places are limited to one place per family.**
- ⦿ There are 45 available spaces at each time slot.
- ⦿ Places will be allocated on a first-come, first-served basis.
- ⦿ We are going to use an online booking system that has been created by the same company behind our online Parent Consultation appointments. **Please visit <https://ortonwistow.schoolcloud.co.uk> to log in and book your slot.** Schoolcloud will send you a confirmation email including a link to amend or cancel the booking if needed. The booking form will close at 4pm on Sunday 25th February.
- ⦿ Time slots will enable us to stagger arrivals and will be at 30-minute intervals starting at 9.00, with the last slot starting at 2.30. Please sign in at the school office when you arrive and we will arrange for your child(ren) to come and meet you.
- ⦿ Times for the day:
 - Slot 1 – 9.00 – 9.30
 - Slot 2 – 9.40 – 10.10
 - Slot 3 10.20 – 10.50
 - Slot 4 11.00 – 11.30
 - Slot 5 1.50 – 2.20
 - Slot 6 2.30 – 3.00



Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

- ⦿ When you arrive at school, you will head straight to the hall and your children will meet you there with their books.
- ⦿ There will be an option to order biscuits when booking a place using the Schoolcloud booking system. Squash and water will be available in the hall.
- ⦿ There will be a display on the screen showcasing some of the displays in the school and other work and events that have taken place this year.
- ⦿ When the thirty minutes is finished, all children will need to return to their classes straight away so we can get ready for the next group.
- ⦿ Please note that mobile phones are not permitted to be used during your time in school. We are not planning on having a fire drill practice on the 7th June, so if you hear the fire alarm, please make your way out of the back of the hall, onto the Year Five and Six playground and join the nearest class line.
- ⦿ If you wish to take part in this event, you **MUST** book a time. Teachers need to know in advance, so they can organise the children's books and have them ready to meet their visitor in the school hall at the correct time.

We hope many of you will be able to join us on this day. Please book early to get the time that works best for you.

Kindest regards,

Colin Marks

Headteacher