

## Head Teacher: Elizabeth Hopewell

Causeway Green Road, Oldbury, West  
Midlands B68 8LD

Telephone: 0121 569 7040  
Medical Office: 0121 552 6185  
Multi Agency: 0121 569 7055

E-mail: [info@orchard.sandwell.sch.uk](mailto:info@orchard.sandwell.sch.uk)  
Web: [www.orchard.sandwell.sch.uk](http://www.orchard.sandwell.sch.uk)



Ref: EH/LS

9 October 2024

Dear Parents/Carers,

### Parents Evening – Wednesday 23<sup>rd</sup> October 2024

You are invited to attend Parents' Evening on **Wednesday 23<sup>rd</sup> October 2024, 3:25pm-5:30pm**. Families are asked to choose on a first come first served basis a choice of times between- 3:25pm & 4pm, 4pm & 5pm or 5pm & 5:25pm.

We appreciate that some parents find it difficult to attend an evening consultation, and we will do our best to accommodate Parents/ Carers. Therefore, we will be offering families the choice of face-to-face meetings with all the class team or telephone calls. We would encourage Parents/ Carers to attend an evening appointment wherever possible, face to face at school, with appointments lasting **10 minutes**.

If you would also like to request a meeting with the Head Teacher or a member of the senior Leadership Team, please contact us and we will endeavor to do our best to accommodate you.

We hope to have services and multi-agency staff in school, who will be available to speak to parents face to face, along with Janice, our swimming teacher.

School time for pupils will be as normal on Wednesday 23<sup>rd</sup> October 2024. However, please let us know if you need to change arrangements on that day, for example collecting your child earlier or collecting them instead of going on transport home. All staff will be involved in meetings with parents so childcare will not be available beyond normal school hours.

Please select on the form attached your choice of time and return it to school for the attention of Louisa Stevens no later than **Wednesday 16<sup>th</sup> October 2024, when appointments will be allocated and sent out to families**.

Any queries please telephone Louisa Stevens 0121 569 7040.

Yours Sincerely

Louisa Stevens  
Parent Liaison





**Parents Evening  
Wednesday 23<sup>rd</sup> October 2024**

Child \_\_\_\_\_ Class \_\_\_\_\_

Please select below your preferred choice for parents evening- face to face or telephone call.

I would like to attend Parents' Evening and wish to have appointment between –

Face- to- Face	Time	Tick	Telephone call	Time	Tick
	3:25pm- 4pm			3:25pm- 4pm	
	4pm- 5pm			4pm- 5pm	
	5pm- 5.25pm			5pm- 5.25pm	

My child will be – **Please Tick**

Collected at 3pm		By-
Return home as normal on transport		

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO LOUISA STEVENS BY WEDNESDAY 16<sup>TH</sup> OCTOBER 2024.**

