



*"Inspiring a love of lifelong learning"*

**Headteacher: Mrs N Kelly**

**Acting Deputy Headteacher: Mrs J Dunmall & Miss L Innes**

**Chair of Governors: Mrs S Ford**

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: [office@charvilleacademy.org](mailto:office@charvilleacademy.org) [www.charvilleacademy.org](http://www.charvilleacademy.org)

Dear Parents/Carers

13<sup>th</sup> March 2024

I am writing to inform you that Parents' Evening will take place on Wednesday 27<sup>th</sup> March from 3.30 – 8.30pm. All appointments will be face to face.

At the consultation meeting the following information will be shared:

- Information regarding current progress and attainment in Reading, Writing and Maths
- Details of any additional provision your child is having
- Whether or not your child is on our Inclusion register
- Future areas of development for Reading, Writing and Maths
- What you can do to support your child
- Your child's attendance.

**Please click on the link below; this will take you to a Google form for your child's class. Please select one 10 minute slot.**

<https://forms.gle/FVBHRzGiGtFoWVo28>

*If you have more than one child in the school you will have received additional letters as we are issuing one letter per class and you will need to complete the form for each child. The form is live and will only show remaining slots. Once you have selected the time this is the confirmed appointment time. If your child attends our Nursery 30 hour provision, you will also receive a separate letter as the booking process is different for our 30 hour children.*

**We are delighted to have a number of external professionals onsite on this day. We have invited them to give you an opportunity to access their service if you require. Full details of the professionals will be included in our newsletter on Friday.**

The Acting Deputy Headteachers, Assistant Head and I will be available on site during the evening should you wish to discuss any matters with us.

Yours sincerely

**MRS N KELLY**  
Head Teacher

