



"Inspiring a love of lifelong learning"

Headteacher: Mrs N Kelly
Deputy Headteachers: Mrs J Dunmall & Miss L Innes
Chair of Governors: Miss H O'Brien

Bury Avenue, Hayes, Middlesex, UB4 8LF T: 020 8845 1707 / 3473 e: office@charvilleacademy.org www.charvilleacademy.org

Dear Parents/Carers

25th September 2026

I am writing to inform you that Parents' Evening will take place on Wednesday 7th October from 3.30 – 8.30pm. All appointments will be face to face. There will be no other dates available so please keep this date free.

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

You will be able to book your slot on Arbor from Monday 28th September. The appointments will go live at 7pm and close at 2.30pm on 6th October. If you are more than 5 minutes late arriving at the classroom for your appointment it will not be honoured. To support you with this please allow time between appointments and to move around the building if you are booking for more than one child.

We will be sending a notification alerting you when the booking system is live so please ensure your In-app notifications are enabled.

If your child attends The Hub, you do not need to meet the class teacher (unless advised otherwise). Please see separate letter to book your appointment with The Hub staff.

If you or your child have an allergy or medical condition that could affect your safety, please ensure you bring any necessary prescribed medication with you to the event.

Members of the Senior Leadership Team will be available on site during the evening should you wish to discuss any matters with us.

Yours sincerely

MRS N KELLY
Head Teacher

