

8th May 2018

Dear Parent/Carer,

New Intake Parents' Evening

We would like to invite you to attend the New Intake Parents' Evening on **Monday 2nd July 2018**. The purpose of the evening is for you to meet St Michael's staff, and also to obtain important information about the school for you and your child. This will be our first contact and we hope that it will lead to a long and rewarding partnership.

As well as an opportunity to meet St Michael's staff, there will be a school uniform display and staff from the Local Authority will be present to give information about eligibility and applications for Free School Meals and School Uniform Clothing Allowances. Refreshments will be available throughout the evening for you to purchase.

You are requested to arrive at 6:45 pm for a prompt 7:00 pm start. Due to seating limitations, we are not able to invite your child to accompany you, but arrangements are being made to provide a crèche for younger children. Arrangements have already been made for your child to visit St Michael's on Wednesday 4th July and Thursday 5th July 2018, and details of this have been issued to primary schools and should accompany this letter.

Please complete the reply slip attached so that we can make appropriate arrangements for the evening. We hope that you will be able to attend and look forward to meeting you.

Yours faithfully,



Mrs J Gray
Headteacher



Mrs W Hill
Associate Assistant Headteacher: Behaviour
& Transition Coordinator

St Michael's Church of England High School
New Intake Parents' Evening – Monday 2nd July 2018

Name of child	
Current primary school	
Number of adults attending	
Do you require the use of the crèche?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return to St Michael's Church of England High School to Reception

Headteacher: **Mrs J Gray, MSc, NPQH**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • email: contact.staff@st-michaels.sandwell.sch.uk