



PURBROOK INFANT SCHOOL
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Assistant Headteachers: Zoe Bailey and Paul Stray
School Business Manager: Hazel K Dean



09 June 2026

Dear Parents/Carers

Your Child in Year 1 and Your Child in Year 2 Meetings

We have received a request from a working parent asking whether it would be possible to offer a later parent meeting.

We are always keen to work with families where possible and would therefore be happy to offer an additional meeting at **5:00pm on the same day** as the scheduled sessions. However, as these meetings take place at the end of teachers' working days and require staff to remain in school beyond their usual commitments, we need to ensure there is sufficient demand before arranging an additional session.

In previous years, we have offered extra meetings only for attendance to be very low, with some parents indicating that they would attend and then being unable to do so. Whilst we fully understand that circumstances can change, we must be mindful of staff time and workload when planning additional events.

For this reason, the 5:00pm meeting will only go ahead if a minimum of **10 parents** register their interest. If you would like to attend, please complete the Google Form linked below by the stated deadline. [Year 1 and Year 2: 5pm Meeting](#)

Once responses have been received, we will confirm whether the additional meeting will take place.

If there is insufficient interest for the 5:00pm session to go ahead, we will provide a crib sheet summarising the key information shared during the meeting, ensuring that all parents have access to the information they need.

Thank you for your understanding and support.

Yours sincerely

Mrs L A de Carteret
Headteacher