



Billingshurst Primary School
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13th October 2023

Dear Parents and Carers,

We are very much looking forward to welcoming you into school next week for Parents' Evening.

As you may already be aware, an area of the bottom corridor of Key Stage 2 is closed because of a leak and therefore all Year 4 meetings will be held in the Key Stage 1 Hall and there will be some slight changes to how you access parts of the school. Please see details below.

All parents

Please access and leave the school via the front doors. There will be signage in the Key Stage 2 library to direct you to the appropriate classrooms. The children's books will be available for you to look at while you are waiting, along with some seating.

The Book Nook will be set up in the Key Stage 2 Hall for you to browse and purchase books from. Access to this can be gained via the KS2 Hall outer doors or from inside school.

EYFS & KS1

Please access the school via the front doors and follow signage along the top corridor to your child's classroom, you will need to go down the stairs for Year 1 & EYFS. Year 1 & 2 children's books will be available in the shared area for you to look at. After your appointment, make your way back along the top corridor to either look in KS2 Hall at the Book Nook, make your way to a KS2 classroom via the library, or exit the school via the front doors.

Year 3

Please access the Year 3 classrooms via the glass corridor. Signage will guide you there! Children's books will be available for you to look at and seating will be placed outside the classrooms. If you need to access other KS2 classrooms on the bottom corridor, you will need to go back to the Key Stage 2 library to do so.

Year 4



Because we are unable to access the area outside the Year 4 classrooms, all Year 4 meetings will take place in the Key Stage 1 Hall. You will still be able to see your children's books and learning as there will be an area in the hall, with seating, for you to do this. The hall can be accessed via the Year 2 shared area. Please follow the signage!

Year 5

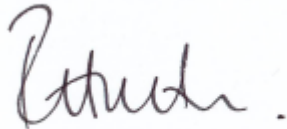
Access to Nepal and Cambodia (top corridor) classrooms remains the same. Please follow signage. To access Maldives classroom, you will need to exit the KS2 library and walk outside and re-enter the school through the double doors on the top playground into the Year 6 area. Children's books and seating will be placed outside Maldives classroom near to the children's pegs. Please follow signage!

Year 6

To access to all Year 6 classrooms, you will need to exit the KS2 library and walk outside and re-enter the school through the double doors on the top playground into the Year 6 area. Children's books and seating will be placed outside the classrooms.

We are sorry for the inconvenience that the closure of the corridor will cause. We are hoping to get this resolved quickly.

Kind regards,



Rebecca Hatrick

Assistant Head KS2

