

19 January 2026

Dear Parent/Carer

Re: Tutor Parents' Evening

I am writing to provide further details regarding the arrangements for the forthcoming Year 9 Tutor Parents' Evening on **Thursday, 05 February 2026**.

The evening will be held '**in person**' on the school site between 3.30pm and 6pm. The meetings will provide a valuable opportunity for Form Tutors and parents to discuss the year so far and address any questions or concerns which may have arisen.

Meetings will be held in the following venues: Main Hall: Tutor Groups 9S, 9P, 9R, 9N, 9G and TCC: 9F, 9E, 9L, 9D (please see the attached map showing each venue with entry/exit routes identified). Appointment times can be booked from Monday, 26 January 2026 onwards using our online parents evening system 'SchoolCloud'. A link to the booking system will be sent to you via email on Monday, 26 January at 4.30pm. Please note that the email sender will be 'springfieldschool.schoolcloud.co.uk' and remember to check your SPAM/JUNK mailbox in case the link is filtered there. Please note that appointments will be made on a first come, first served basis.

In order to maintain the safety of parents, children and staff during the evening we would kindly ask that all visitors observe the following guidance:

- Please aim to arrive as close as possible to 5 minutes before your appointment time (staff will be on hand to direct you to each venue)
- Where possible, please park off-site and arrive on foot (a limited number of parking spaces will be available)

Should you have questions about the evening please contact Mrs Brown (Head of Achievement, Year 9) or Miss Matthews (Pastoral Manager, Year 9).

Yours faithfully



Mr R Brimacombe
Deputy Headteacher

Enc. Site Map