 **Coalway Community Infant School**

 **Coalway Road, Coleford, Gloucestershire GL16 7HL**

 **Telephone: 01594 833457**

 **admin@coalway-inf.gloucs.sch.uk**

 **www.coalway-inf.gloucs.sch.uk**

 **Head Teacher: Mrs. Hayley Alliston**  10th May 2023

Dear Parent/Carer,

I am delighted that your child has been offered a place at our school for admission in September 2023 and am writing to extend a warm welcome to you and your child on behalf of myself and everyone at Coalway.

I would like to invite you to an introductory evening for all new parents on **Thursday 8th June at 6.00 p.m.** This will be an opportunity to meet the staff of the school and to view the classrooms and resources. General information about the school and details of pre-school visits which will take place in June or July for your child will be available for collection during the evening. This meeting is intended for parents only, so I would ask you not to bring your child to this initial meeting. I would be grateful if you would let me know whether you will be able to attend by completing the attached reply slip and returning it to school by **Wednesday 24th May**, or by emailing the school admin@coalway-inf.gloucs.sch.uk before this date.

If you have any queries or require any further information in the meantime, please do not hesitate to ring the school.

I look forward to meeting you soon.

Yours sincerely,



Mrs Hayley Alliston

Head Teacher

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Child’s Name…………………………………………………………………

Date of Birth………………………………………………………………….

I/We shall/shall not\* be attending the meeting on Thursday 8th June.

\*please delete

Please return the slip to school by Wednesday 24th May. Thank you.