

Spire Junior School

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17th July 2025

Dear Parent / Carer,

End of Year Reports

Your child's End of Year Report will be available from tomorrow Friday, 18th July 2025.

Reports will be available for collection at your convenience **after 8.40 a.m.** and throughout the day from the School Office. To adhere to data protection (GDPR guidelines), we ask that you sign for receipt of your child's report and politely advise that **ONLY** a parent or carer may collect them.

Any reports remaining will be passed to your child's class teacher at the end of the school day at which point, you will be able to sign for them when you collect your child on Friday. These will be handed out by your child's class teacher or a teaching assistant from your child's classroom once the children have left the class. Please wait in the school playground until invited inside before entering - we ask that you are patient as we work our way through the class list to hand them out as quickly as possible.

Please note, if a parent or guardian is not there to collect the report, these will be taken to the School Office for collection at a later date (children will not be allowed to take their reports themselves).

If you would like to discuss anything with your child's class teacher about the report, please contact the School Office and they will arrange for a mutually convenient time for you to meet with your child's class teacher.

Also enclosed in reports for children in Years 3, 4 and 5 will be a Pupil Update Form. Please will you kindly check it, make any amendments, sign and return to school whether the data is correct or incorrect by Friday 26th September 2025.

Thank you for your continuing support in all of the above.

Kind regards,

Mrs C Vernon
Headteacher

