



UPLANDS MANOR PRIMARY SCHOOL

Headteacher: Mrs R. Keen

Addenbrooke Road, Smethwick, West Midlands, B67 6HT

Email: headteacher@uplandsmanor.sandwell.sch.uk

Website: uplandsmanor.sch.life

Telephone: 0121 558 1602

September 2025

Dear Parents & Carers,

We look forward to seeing many of you at workshops and assemblies during the year, whether it is to celebrate your children's achievements, hear about what they are learning in school or spending time with your child in a workshop.

To ensure that these events are enjoyable for everyone, we kindly remind you of the following expectations:

- Please arrive on time – anyone arriving more than 15 minutes late will, unfortunately, not be able to attend
- Please set mobile phones to silent and don't use them during the event. You may take photos or videos of your own child but any which show other children must not be shared or put on social media
- Please listen and be attentive – you are there to find out information or support your child
- Please don't have conversations with other people while a teacher is talking or children are performing. It is disrespectful and makes it difficult for others to hear
- Please keep younger children at home if possible. If not, keep them on your lap and don't allow them to wander as this could cause a health and safety issue or disturb others
- Remain seated until the end of the event so the teachers can safely exit the hall and take children back to their classes

Thank you for your continued support in being a good role model to your children. We look forward to sharing these special events with you.

Yours faithfully

Mrs R Keen
Headteacher

