



Acting Headteacher: Mrs. N James BEd (Hons) QTS
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Parent and Carer meetings

Dear parent and carers,

We are really looking forward to inviting parents to a face-to-face parent's meeting this month. However, we know that COVID is still very much circulating within our community and so we are putting in place some **very strict** measures in order for face-to-face meetings to go ahead and keep everyone safe.

1. Parents will be allocated a ten-minute time slot. Parents must not turn up early for their appointment and must wait outside at the main entrance to be invited in by a member of staff and taken to the classroom when their appointment is due to start.
2. Teachers will keep to a strict ten –minute appointment so that other parents are not left waiting outside. Please don't think the teacher is being rude when they finish the appointment. If you feel you need more time to discuss your child in more detail, please make another appointment at a later date.
3. Parents **MUST NOT** use the school car park to park cars and wait for their appointments. Anyone who does so, will be politely asked to move.
4. The classroom will be well ventilated with doors and windows open, so please wear a coat!
5. Parents will be asked to sit more than 2 metres away from the class teacher.
6. Parents must wear a mask at all times unless exempt.
7. Teachers will have children's books with them and may use them to demonstrate a point about their child's work but parents will not be able to take them to look at.

Soon, you will be sent a message on Class Dojo with an online form, to choose your preferred date and time slot. Slots will be allocated on a first come first served basis. If you have more than one child, you will receive a different message for each child. Teachers will try their best to coordinate sibling appointments around the same time but this cannot be guaranteed.

Once we have everyone's forms and allocated time slots, you will be sent your time slot allocation by Class Dojo.

Parents meetings will be held on:

Monday 15th November 3.30pm - 6pm

Tuesday 16th November 3.30pm -6pm

Please note Mrs Murrie (Class 6) and Mrs Richards (Class 2) have staff training on Tuesday 16th and so will offer an alternative date on their Online Forms.

Thank you in advance for being so supportive in making these changes work in order to keep everyone safe and minimise staff absence.

Yours sincerely

Mrs James

Headteacher

