

8th November 2021

Dear Parent/Carer

If requested, you should now have received a time for Parents'/Carers' evening either this Thursday 11th November or next Tuesday 16th November. If you haven't yet made a request, it is not too late to do so – please email your child's class teacher.

To support the organisation of the evening, we would ask that you follow the guidance below:

- Please enter through the main school doors
- Sign in on the class sheet which will be on a table in the entrance area. Please cross out your name when you leave (this is for fire safety reasons so we know is on site at any time)
- Please keep the number of visitors to a minimum (unless prior arrangements have been made). Ideally, you should **not** bring your children with you
- Please do **not** arrive early – there are limited waiting areas outside the classrooms
- If the spaces outside the classes are full, there will be chairs in the hall available after 4:15pm where you can wait until your appointment time
- Staff have been asked to stick rigorously to the allotted 10 minutes so that there is not a backlog of parents/carers waiting. Please do not be offended if they tell you that the time has expired. Should there be more things to discuss a separate meeting can be made at another time
- We advise the use of face coverings whilst moving around school or waiting for appointments
- Staff will not wear face coverings but will arrange seating so that appropriate distancing can be maintained. The rooms will be ventilated
- Children's exercise books will be kept in the classroom so the class teacher can refer to these if necessary

We very much look forward to seeing you this week or next week.

Kind regards

Jane Woakes

Headteacher