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14th September 2020

Dear Parents/Carers

We are holding our first Parents' Evening for this academic year on **Tuesday 29th September 2020**

This meeting is very important as it gives you an opportunity to talk to your child's tutor and discuss how they have settled in and help to set your child's Personal Learning Goals for the Autumn Term. We believe that these discussions with you are very worthwhile, so have allowed 20 minutes for each appointment. We have endeavoured to offer appointments across a range of times in order to try to give you as much choice as possible. Also due to the current circumstances, we are offering three types of appointment to be as flexible as possible to each family's circumstance during these challenging times:

Option 1: face to face meeting on site.

Option 2: a telephone appointment.

Option 3: a virtual meeting via Zoom.

Due to current guidance, we ask where possible, that only one parent/carer attend the meeting if you choose option 1. This will help to reduce the number of visitors in the school. We ask that visitors wear a face covering, unless they are exempt, when in shared communal areas such as in the hall or moving through the corridors. When you are in the classroom for your meeting it will be your personal choice if you wish to keep your face covering on, we will not expect you to. Our staff will not be wearing face coverings.

For visitors, we have clear systems of control in place such as: when you arrive, you will be signed in and asked to sanitise your hands. Chairs will be spaced out in line with social distancing guidance. A copy of our visitor guide can be found at the end of this letter.

If your appointment is a face to face meeting and before 4.30 we are able to keep your child in school.

Please could you complete the slip on the following page and return it to your child's tutor by **Monday 21st September 2020**. We will then confirm your appointment time by Friday 25th September.

We look forward to meeting with you on the 29th September 2020.

Yours sincerely

Sam Barham - Headteacher



Visitor Guide



To help keep our school community safe and all visitors to the school, we ask you read and adhere to the following:



Hand sanitise

Please sanitise your hands on arrival. Please minimise contact with surfaces as much as possible.



Social Distancing

Our school is operating in 'bubbles'. Movement around the school will be limited and will be based on our ability to socially distance at any one time.

Please be mindful of your social distancing at all times.



Face coverings

As a visitor to the school you will be asked to wear a face covering for movement around the communal areas as well as in the corridors.

If you are exempt from wearing a face covering, please tell the school.



Finally, you should not come into the school if you are feeling unwell or displaying COVID 19 symptoms. We will be happy to rearrange your visit.

Please return to Class Tutor

RE: Parents' Evening – Tuesday 29th September 2020

Student Name: **Class**

I will be able to attend the parents evening

I would prefer an appointment between

3.30 pm and 5.00 pm	<input type="checkbox"/>
4.30 pm and 6.00 pm	<input type="checkbox"/>
5.30 pm and 6.30 pm	<input type="checkbox"/>

I would prefer my meeting to be:

Option 1: face to face meeting on site.

Option 2: a telephone appointment.

Option 3: a virtual meeting via Zoom. (*you will need to have a Zoom account set up if this is your preferred option*)

Please tick this box if your child will be staying in school until 4:30 because you have selected a face to face meeting on site

If the above box is not ticked, your child will go home as normal.

Please note we are unable to look after students in school beyond 4.30.

Signed **Date**