



St. Lucia's Church of England Primary School Upton Magna

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Head Teacher – Mrs S. L. Woolley
MA BA (Hons) QTS NPQH

12th October 2020

Dear Parents/Carers,

Parents' Appointments

Following our letter last week, we now confirm all the arrangements for our parent appointments this half-term.

As explained, these meetings will be held in person with your child's current class teacher on Monday 19th and Tuesday 20th October for parents of children in Year 1, Year 3 and Year 5. Please note the COVID safe arrangements which will be required in order for us to facilitate these meetings safely:

- Complete and return the form at the end of this letter via your child to indicate the times/dates you are able to attend. **Return no later than Friday this week please.**
- Arrive only at your confirmed time (no earlier or later) as there will be no waiting areas we can offer.
- No children should be present for the parent appointments. After school provision can be arranged via the school office if this is required in advance of your appointment.
- Please wear a face covering on arrival and throughout the appointment.
- If you are a parent of a child in Year 1, use the one way system to arrive at the nursery gate at the time provided. Mrs Smith will welcome you. If you are a parent of a child in Year 3 or Year 5, please arrive at the hall door (past the kitchen). The teacher(s) will then welcome you.
- Chairs will be arranged for the teacher and parent at a social distance of 2 metres+. Parents may stand for the appointment if they prefer.
- Dividing screens will be placed in the middle of the hall between the two teacher/parent meetings being held at the same time.
- The hall will be kept well ventilated.
- Appointments will need to be kept to a strict 10 minutes and no longer. This will enable staff to clean/prepare the area being used in between each appointment and also to ensure indoor contact is limited in line with government guidance.
- Parents will be asked to leave via the one way system when the ten minutes has passed.

Please complete and return the form below.

Thank you for your support.

Kind regards

Mrs S.L. Woolley
Headteacher

Parents' Appointment Reply Form

To be returned via your child's class by FRIDAY 16th October 2020

Please tick/indicate the dates and times you would be able to attend the 10 minute appointment. Confirmation will be sent home early next week.

Child's name.....

Year group.....

Parent(s) attending the appointment.....

Monday 19 th October	1.15-2.15pm	2.15-3.15pm	3.15-4.15pm	4.15-4.45pm
Tuesday 20 th October	1.15-2.15pm	2.15-3.15pm	3.15-4.15pm	4.15-4.45pm

I am not able to attend on the above days.

I would like school to contact me to arrange an alternative day, but understand this may be restrictive at this current time.