



Ss Alban & Stephen Catholic Primary School

Executive Headteacher: Miss C McFlynn

Head of School: Mrs C Moore

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Thursday 8th October 2020

Dear Parents and Carers,

Re: Autumn Term Parent Teacher Consultations Wednesday 21st October 2020

We are writing to inform you that we intend to hold our usual Parent-Teacher Consultation appointments in person, in a socially distanced manner. We feel that it is important that we offer parents and carers this opportunity to meet face to face with their child's class teacher.

In order to limit transmission of the virus between adults, we will need to put the following arrangements in place:

- 1) Restricted access to the building for visiting parents, with access through the following gates:
 - For the lower site, Nursery and Reception, please enter through the usual gate on the Camp Road.
 - Entry for Year 1 will be through the usual path at the side of the school on Vanda Crescent.
 - For Year 2 meetings, please proceed through the main entrance.
 - For the upper site, entry will be through the main gate and then through the fire exits of the respective rooms.
- 2) Parents to arrive no earlier than 10 minutes prior to their appointment time and depart straight after their appointment.
- 3) Only 1 parent per appointment.
- 4) Appointments will last ten minutes. An extra five minutes are added to allow for cleaning in between each appointment and to limit the number of parents on the school grounds at any one time.
- 5) No children will be permitted on the premises.
- 6) Parents will be asked to wear a face covering when meeting with their child's class teacher (apart from those who are exempt).
- 7) There will be no access to staff toilets during the day for any visitors to the school.
- 8) Please note, if you are experiencing any COVID symptoms you must not attend. Arrangements will then be made at a later date for a phone conversation with your child's teacher.
- 9) If you are unable to attend the consultation, please contact the office and we will make arrangements to have a phone conversation with your class teacher to discuss their progress.

The school booking system for these appointments will go live at 8pm tonight.

In order for you to choose an appointment that best suits you, please use one of the two links below.

<https://albanstephenjunior.schoolcloud.co.uk> **OR**

<https://albanstephenjunior.parentseveningsystem.co.uk>

Obviously, these arrangements may be subject to change depending on the level of virus transmission and Government policy.

Thank you for your continued support.

Mrs Porter and Mrs Moore