



Thursday, 15 October 2020

Parents' Consultation Meetings – Autumn Term

Dear Parents,

Parents' consultations will go ahead this term, with some extra-precautions and protocols added to keep everyone safe. Due to the current COVID-19 situation, these arrangements may need to change at short notice, but we are planning for the current situation of the school being in the green zone on our risk assessment and therefore being able to proceed.

- **Tuesday 3rd November, 3.50 pm to 7 pm (last appointment 6.50 pm)**
- **Thursday 5th November, 3.50 pm to 5.30pm (last appointment 5.20 pm)**

The principles to follow for the appointments:

- 10 minutes appointments must be strictly observed to reduce waiting/mixing - this includes entry and exit time. Timers will be used by teachers to stick to the appointment times – parents will be expected to arrive and leave on time - appointments cannot overrun.
- One parent to attend unless there are exceptional circumstances.
- Children are not to attend unless there are exceptional circumstances.
- Alternative options are available - if you prefer not to have a face-to-face appointment, or cannot arrange childcare, please email your class teacher to arrange a phone call appointment at a mutually convenient time.
- Pupils with EHCP and SEN will have a meeting arranged by the SEN team before Christmas, either in school or via a phone conversation. As usual, parents are welcome to book a parents' consultation, but may also feel that two meetings is not necessary at these times.

Additional safety precautions for onsite appointments (see map):

- **Only the parent with an appointment will be allowed on site – you will receive a confirmation email when you book, which must be shown (via your mobile phone or hard copy is fine) to gain access to the site.**
- All visitors will enter via the Chesswood Road entrance.
- Parents will be asked to scan our NHS Test and Trace QR code upon entry via the NHS COVID-19 App or complete a tracking form – this is a condition of entry.
- Hands must be sanitised before entry to the building - sanitiser will be provided at the entrance.
- Face coverings must be worn at all times unless exempt
- A 2m minimum distance must be strictly observed at all times from staff.
- Tables will not be used, to reduce contact surfaces and subsequent cleaning.
- Parents will be provided with clean chairs upon entry to their appointment room, they will be asked to



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return these to a specific area upon exit, so they can be cleaned before re-use.

- Children's books will not be accessible.
- Year 3 and Year 4 appointments will take place in classrooms – entry via the internal door, exit via the external door.
- Year 5 appointments will take place in the hall – entry via the Y4 corridor, exit via the fire door.
- Year 6 appointments will take place in the gym – entry via reception, exit via the fire doors.
- The school reception will be closed for the duration of the consultation meetings. Leaders will be available in each year group area to respond to any arising issues.
- Waiting areas will be located internally, outside the classroom, gym and hall – this area will also require 2m distancing.
- Parents must arrive on school site within the 10 minutes before their appointment time, entry will not be permitted earlier than this.
- Appointments will not start until 3.50 pm to ensure all pupils and parents are clear from the school premises.
- **We will ensure that all parents who wish to have a meeting, will be accommodated.**

Appointments for parents evening are available to book via Schools Buddy from tomorrow (Friday 16th October). Please login and go to the clubs sign up page <https://chesswood.schoolsbuddy.net/> In here, it will show the option for School Activities Signup then click on Parents Evening and then follow the instructions to select your child's class and time.

If you do not have access to Schools Buddy at home, please phone the school office to arrange an appointment. If a slot has already been taken then you will not be able to select that time any longer – it is organised on a 'first come, first served basis'. **Please ensure you note your appointment time at the time of booking, you will also be sent a confirmation email automatically, once the appointment is confirmed (if you do not receive an email, please ensure you have completed the booking and not just reserved the place).** Only one booking per child is permitted – where parents are divorced or separated the one meeting should only include the parent the child lives with for most of the time. That parent is expected and is responsible for communicating outcomes to the other parent as appropriate.

Appointments must be booked by Thursday 22nd October 2020.

Yours sincerely,

Chris Yelling

Assistant Headteacher