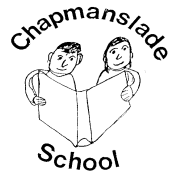




# CHAPMANSLADE CE VA PRIMARY SCHOOL

**Learning together in a Christian community,  
nurturing and developing lively minds in a caring  
environment.**



29<sup>th</sup> September 2020

Dear Parents

## Parents' Evenings

We are very pleased to be able to offer face-to-face appointments on Monday 19<sup>th</sup> October and Tuesday 20<sup>th</sup> October, between 3:30pm and 5:50pm. The focus of these meetings will be on how well your child has settled (back) into school.

If you would like to attend, please indicate your preferred appointment slot(s) on the attached booking form and **return it to school no later than Friday 9<sup>th</sup> October** using the parent post box.

We have carefully risk-assessed this event and will have the following safety measures in place –

- Observe the way-one system for entering and leaving the site.
- Parents will have access into the school hall via the top gate from 3:30pm.
- Pupils, younger siblings and/or older siblings are not permitted to attend the event.
- All visitors must wear a face covering while inside the school building.
- Be punctual, arriving no sooner than five minutes before your (first) appointment time.
- Parents are welcome to wait between appointments but must wear a face covering.
- If all the chairs in the waiting area are occupied, please wait outside the hall, observing social distancing.
- Make use of the hand sanitiser at the entrance to the school hall and on the tables where teachers are sitting.
- Please be aware that we do not have the capacity to clean tables or chairs between appointments.
- Teachers and parents will be separated by a Perspex screen. Parents may remove their face covering once seated at the teacher's table but are politely requested to keep it on their lap.
- One toilet cubicle will be available for parents' use.
- There will be no access to any other part of the school site.
- We reserve the right to cancel this event at short notice in the event of a Covid-19 outbreak within the school, or if national or local guidance about gatherings deems the event to be unsafe.

We look forward to welcoming you into school, and thank you in advance for your full compliance with our Covid-secure measures.

Yours sincerely,  
Mrs Chapman

## BOOKING FORM – Parents’ Evenings October 2020

Appointments will be allocated when all requests are received by 9<sup>th</sup> October. We shall try to schedule your appointments in such a way that minimises the amount of time you need to spend in school, but cannot guarantee that you will be allocated your first choice.

Please select your preferred day(s) and slot(s) below, indicating all the times when you are available. You will be notified of your allocated time slots on Thursday 15<sup>th</sup> October.

Your name \_\_\_\_\_

Child 1 \_\_\_\_\_ Class \_\_\_\_\_

Child 2 \_\_\_\_\_ Class \_\_\_\_\_

Child 3 \_\_\_\_\_ Class \_\_\_\_\_

Child 4 \_\_\_\_\_ Class \_\_\_\_\_

Monday 19 <sup>th</sup> October, 2020	
3:30 to 3:50pm	
4:00 to 4:20pm	
4:30 to 4:50pm	
5:00 to 5:20pm	
5:30 to 5:50pm	

Tuesday 20 <sup>th</sup> October, 2020	
3:30 to 3:50pm	
4:00 to 4:20pm	
4:30 to 4:50pm	
5:00 to 5:20pm	
5:30 to 5:50pm	

Please return this form no later than **Friday 9<sup>th</sup> October** using the parent post box.