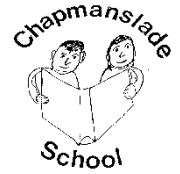


## **CHAPMANSLADE CE VA PRIMARY SCHOOL**

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



15<sup>th</sup> October 2020

Dear Parents

### Parents' Evenings

Please find the schedule for parents' evening appointments below.

In order to make the evenings as successful and safe as possible for everyone, please remind yourselves of the safety measures before attending.

- 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 changes.

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