



Rose Green Infant School
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25 September 2020

Dear Parents/Carers

Re: Parent Consultation Meeting

Usually, the week before half term we offer you a parent consultation meeting in the school hall. After consideration in light of the current situation, we have decided that we can go ahead with face to face meetings but it will all run slightly differently, across the last two weeks of this half term.

The meetings will be held in the classrooms and the waiting area will be outside the classroom's external door – we will not be using the hall at all as this would mix too many adults at one time. Instead of you signing up for an appointment, we are giving you a slot (see below). If you cannot make this time, please email your class teacher and it will be re-arranged to a mutually convenient time.

In order to ensure everyone's safety and comply with current guidelines, the following will be in place:

- When entering the classroom, you will be asked to sanitise your hands
- If you wish, you may wear a face covering
- Only **one adult** may attend and I am afraid that **no children or babies** can come into the meeting
- Tables and chairs will be sanitised in between appointments

If you have more than one child in the school, we will try our best to make your appointments as close together as possible. If you do not wish to attend face to face, please let your class teacher know by email and they can arrange a phone appointment with you. All appointments will be 10 minutes long. Although the teachers will show you some of the children's work, you will not be able to handle their books at this meeting as you would normally do.

Your appointment for is on at

As stated above, please email your class teacher to re-arrange if this is not convenient, please do not ring the office.

Yours sincerely

Sally Dreckmann
Headteacher

Working Together, to Learn, Achieve and Have Fun!

Headteacher: Mrs Sally Dreckmann BEd (Hons) NPQH

