



Oakwood Primary Academy



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Thursday 6th May 2021

Parent Meeting Reminder

Dear Parents and Carers,

If you have returned your parent meeting slip, you will shortly be allocated your day and time to meet with your child's teacher (if not received already). As outlined in the initial letter you will need to follow the safety measures below.

- Please enter the school grounds via the Little Acorn Gate for Key Stage 2 classes. Please enter the school grounds via the gate by the carpark entrance for Reception and Key Stage 1 classes. Thank you.
- You will be asked to wait outside your child's pod door, keeping a social distance from any other adults waiting. (Please do not arrive more than 10 minutes before your appointment, this will keep the number of people waiting to a minimum.)
- We politely request that minimal people attend (so if younger siblings can be cared for by someone else that would be appreciated).
- You will enter the class through the pod door when called by your child's class teacher. Please do not enter before being called, thank you.
- You will be asked to **wear a mask/visor to the meeting** and to sanitize your hands on entering the classroom. You will need to exit the school premises promptly after your meeting. If attending another parent meeting you will need to make your way to the class via the outside of the building. Parents and carers will not be permitted to walk inside the building and toilet facilities will not be available.
- If you are unable to wear a mask or visor for health reasons, can you please ensure that you have requested a phone meeting instead.
- We ask all parents and carers to respect the measures in place so that these meetings can take place face to face safely.

If you need to change your appointment for any reason, please phone the office with your child's name, class and the day/time of the appointment and your child's class teacher will be in contact to re-arrange.

We appreciate your understanding regarding the arrangements for these parent meetings and very much look forward to returning to more normal times in the future!

Kind regards

Mrs J Sparrow
Head of School

