



# Oakwood Primary Academy



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Monday 17<sup>th</sup> May 2021

## Important Parent Meeting Reminders

Dear Parents and Carers,

With the changeable weather forecast this week, please come prepared for our unpredictable weather so that you have coats or umbrellas while waiting for your parent meeting, thank you.

Please check below for the entrance you need to use and where to wait for your meeting.

- For parents of children in **Robin, Owl and Wren** classes - please enter the school grounds via the bottom gate by the bike shelter, follow the path and wait outside the Pod marked with number 1.
- For parents of children in **Dove and Puffin** classes - please enter the school grounds via the bottom gate by the bike shelter, follow the path and wait outside the Pod marked with number 2 (same routine as your normal dropping off routine in the morning).
- For parents of children in **Jay, Starling, Skylark and Goldcrest** - please enter the school grounds via the Little Acorns gate, follow the path onto the playground and wait outside Pods 3 and 4 (as appropriate) to be called by your child's class teacher when ready for your meeting.
- For parents of children in **Osprey, Kestrel and Peregrine** - please enter the school grounds via the Little Acorns gate, follow the path onto the playground and wait outside Pod 5 for Osprey and Kestrel to be called by your child's class teacher when ready for your meeting. For Peregrine Class, go past pod 5 and wait outside the classroom by the boat flowerbed.

As outlined in the initial letter you will need to follow the safety measures below.

- 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

