

Egginton Primary School
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Headteacher – Mr Richard Kitching

Tuesday, 7th July 2020

Dear Parents and Carers of Pupils in Years 2, 3,4 and 5,

Re: Invitation for pupils that have not attended this term to meet class teachers in school

As we come to the end of this strange academic year, the staff are very mindful that there are a number of children in certain year groups that have not been able to attend school this term. Therefore, in order to provide closure to the end of the school year and to provide an opportunity for a 'catch up' with their current class teachers, we would like to invite the children that have not attended school this term (some children in these year groups have due to their parents being critical workers) into school next week. This will be for a brief meeting after all the other children in school have departed. The children will be in a group of no more than 15 for this meeting.

The dates and times that the meetings will take place are listed below:

- **Year 2 pupils – Tuesday, 14th July from 3.45pm to 4.15pm**
- **Year 3 and 4 pupils– Wednesday, 15th July from 3.45pm to 4.15pm**
- **Year 5 pupils– Thursday, 16th July from 3.45pm to 4.15pm**

The children will not be required to bring anything but themselves. They do not need to arrive in school uniform and can wear 'own clothes.' It will be an opportunity to see some of their friends, share stories and ask their teachers any questions they may have. For children in Year 2 and Year 4, it will also be a chance to ask their new teacher for September any questions they may have.

Due to current guidance in place for schools, parents and carers will not be able to accompany their child into school. For those children that are able to attend, one parent or carer should drop off their child by following this process:

- 1) Arrive at 3.45 and wait on a marker in the cordoned off section of the car park.
- 2) Wait for a staff member to call their child in to school via the metal gate that adjoins the school courtyard from the car park.
- 3) The parent or carer should then exit the premises straight away via the metal side gate onto the pavement. In line with current government guidance, parents are requested not to congregate outside the school.

Collection time is at 4.15pm and will follow a similar process. This is:

- 1) One parent or carer waits on a marker in the cordoned off section of the car park.
- 2) Staff will lead children out to the front courtyard section of school.
- 3) Children will be dismissed one at a time. Parents need to come to the metal gate that adjoins the car park and courtyard and then exit with their child out of the metal side gate onto the pavement.

Toilets

We will make arrangements for a toilet to be available if absolutely necessary during the short visit. However, we do request that children all go to the toilet before departing for school. Pupils will all need to wash their hands before leaving the house and on arrival in school. They will also wash their hands before leaving school.

Social distancing

During the meeting the pupils will be sat on chairs that are 2 metres apart from the other children in the group and staff. If the weather is reasonable, they will sit outside in the playground. If not, they will sit in the hall. All chairs will be thoroughly cleaned before the children arrive and after they leave.

If your child is able to attend, please let us know by Friday 10th July by contacting the school office.

We look forward to seeing the children next week.

Yours sincerely,

Richard Kitching
Headteacher

