



ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

'Working Together We Can All Achieve Success'

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Headteacher – Mr. Andrew Buttery BA (HONS), PGCE, NPQH



Wednesday 6th October 2021

Parents' Evenings

Dear Parents and Carers,

We will be continuing to use our online booking system for the upcoming Parents' Evenings on Wednesday 20th and Thursday 21st October. The aforementioned booking system is provided by School Jotter and will enable parents/carers to make their own bookings within the available time slots.

As these meetings will be taking place outside of standard school hours, it is my currently my intention for them to be held in school. However, in order to reduce the potential spread of COVID-19, parents/carers will be requested to wear a face covering throughout their time in school (unless medically exempt). In addition, I would like to request that a negative flow test is recorded prior to attending (lateral flow testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus). Classrooms will be well ventilated with social distancing measures in place.

If you would prefer to have either a phone call or Google Meet, with your child's class teacher, this can be arranged via the school office. The aforementioned would need to take place outside the standard Parents' Evening hours.

The online booking system will close at 12pm on Friday 18th October (<http://elvingtonprimary.bookings.schooljotter2.com/>). Please ensure your time slot is reserved by this date and time.

Please enter and exit the school via either of the main doors that lead into the reception area, as other entrances will be unavailable on both Wednesday 20th and Thursday 21st October.

Although fires are thankfully a very rare occurrence in schools, everyone needs to be aware of what to do in an emergency situation. This paragraph is to inform you of what to do in the event of a fire or power outage during a school event such as a Parents' Evening or Christmas performance. If you are in the school hall and there is an emergency, then the hall door that leads on to the playground are for parents/carers to use to exit the building. If you are in a classroom, then please exit by the nearest marked exit point.

Each appointment will last up to ten minutes (this will enable us to keep to timings), we appreciate your support with this.

Yours sincerely,

Mr. Andrew Buttery