



# CHESSWOOD JUNIOR SCHOOL

## *Home of Bright Sparks*

Chesswood Road Worthing West Sussex BN11 2AA

**Head Teacher: Mr Andrew Jolley**

[www.chesswood.w-sussex.sch.uk](http://www.chesswood.w-sussex.sch.uk)

[office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)

Tel: Worthing (01903) 204141/2



Monday, 02 November 2020

### **Changes to Parents' Consultation Meetings – Autumn Term**

Dear Parents,

Due to the announcement of a national lockdown from Thursday 5<sup>th</sup> November, we have had to make some changes to parents' consultation meetings. The most significant change is that **appointments on Thursday will now be held via a phone call.**

#### **Tuesday 3<sup>rd</sup> November 3.50 pm to 7 pm (last appointment 6.50pm)**

For all appointments booked for Tuesday 3<sup>rd</sup> November, the appointments will go ahead as planned, following the clear protocol outlined in the previous letter.

The principles to follow for the appointments:

- 10 minutes appointments must be strictly observed to reduce waiting/mixing - this includes entry and exit time. Timers will be used by teachers to stick to the appointment times – parents will be expected to arrive and leave on time - appointments cannot overrun.
- One parent to attend unless there are exceptional circumstances.
- Children are not to attend unless there are exceptional circumstances.

Additional safety precautions for onsite appointments (see map):

- **Only the parent with an appointment will be allowed on site – you will have already received a confirmation email when you booked, which must be shown (via your mobile phone or hard copy is fine) to gain access to the site.**
- **Face-coverings must be worn when entering the school premises – unless exempt.**
- All visitors will enter via the Chesswood Road entrance.
- Parents will be signed in at the gate
- Hands must be sanitised before entry to the building - sanitiser will be provided at the entrance.
- A 2m minimum distance must be strictly observed at all times from staff.
- Tables will not be used, to reduce contact surfaces and subsequent cleaning.
- Parents will be provided with clean chairs upon entry to their appointment room, they will be asked to return these to a specific area upon exit, so they can be cleaned before re-use.
- Children's books will not be accessible.
- Year 3 and Year 4 appointments will take place in classrooms – entry via the internal door, exit via the external door.
- Year 5 appointments will take place in the hall – entry via the Y4 corridor, exit via the fire door.

**DREAM ASPIRE ACHIEVE**



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- Year 6 appointments will take place in the gym – entry via reception, exit via the fire doors.
- The school reception will be closed for the duration of the consultation meetings. Leaders will be available in each year group area to respond to any arising issues.
- Waiting areas will be located internally, outside the classroom, gym and hall – this area will also require 2m distancing.
- Parents must arrive on school site within the 10 minutes before their appointment time, entry will not be permitted earlier than this.

### **Thursday 5<sup>th</sup> November 3.50pm to 5.30pm (last appointment 5.20pm) – PHONE APPOINTMENTS ONLY**

Due to lockdown restrictions, all appointments booked will be held via phone following the protocol below:

- 10-minute appointments must be strictly observed to enable teachers to fulfil all appointments on time
- Class teachers will use the contact details of the first-priority adult registered on the school system – if you wish the teacher to call a different number, please ensure you contact them via email by 6pm on Wednesday 4<sup>th</sup> November.

Due to the ever-changing situation, these arrangements may need to change at short notice. Any changes will be communicated via Schools Buddy and the school website.

Yours sincerely,

Chris Yelling

Assistant Headteacher