



# St Teresa of Lisieux Catholic Primary School

“Love, Learn & Grow together”

Head Teacher: Mr A Tremarco

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Dear Parents/ Guardians

Thank you for booking a time to meet with your new class teacher in September – these face to face meetings are an important part of your child’s transition into school and as such we are endeavouring to keep these meetings as part of our annual transition process.

As you will be aware, the guidance around the safe reopening of schools is constantly updated to ensure the safety of everyone involved, based on the latest scientific government advice. Due to the current situation there will be a number of strict procedures put in place for September to ensure the safety of all - by reducing the number of visitors on site and limiting movement around site.

To enable us to proceed with these meetings, the following procedures will be in place for your parent meeting and must be followed.

- Strictly only one parent/guardian to attend each meeting
- No children should attend this meeting - including the child due to start school
- Social distancing will be in place
- Parents/ guardians will enter school via the entrance on Sedgemoor Road
- Parents should avoid arriving too early for their appointment to avoid congestion at the gate
- Parents/ guardians should adhere to social distancing guidance whilst waiting to enter school
- A member of staff will open the gate for you and escort you to your meeting through the school building
- On entering the classroom you will be asked to apply hand sanitizer and sit at a table socially distanced from the class teacher
- After your meeting you will be asked to use the antibacterial wipes provided on any surfaces that you have touched and dispose of these in the bins provided
- A member of staff will then escort you back to the Sedgemoor Road entrance

We hope that you understand why these new procedures are in place and the importance of following them.

As part of the pack you recently received there were a number of important forms that school must be in possession of before your child can start school. Please bring your completed forms with you to this meeting so that they can be processed before your child’s start date.

If you are unable to complete these forms prior to this meeting then there will be forms available for you to take away and complete.

Please be aware that your child may not be able to start school on their start date if these forms have not been returned prior to this date – and your child will not be permitted into the school.

We thank you for your cooperation and understanding in these unprecedented times and look forward to meeting you in September.

Yours sincerely

A Tremarco

Head Teacher

