



Where children come first

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Wednesday, 17 November 2021

Year 3 and 4 Parents' Evenings – Autumn 2021

Dear Parents and Carers,

During the past few weeks, we have been monitoring the COVID-19 cases within our locality to decide the best way of hosting our forthcoming Parents' Evenings. We recognise that there are many parents who are new to Westfield that have never set foot in our building due to restrictions. We also recognise that there are parents who would rather avoid large gatherings. What we need to do is find a way of meeting the needs of everyone, so I hope the suggested plan will work for the majority.

We will offer two nights for every year group. One for face-to-face meetings and the second for phone calls home. Each session will run between 3:30pm and 6:00pm. We would like EYFS and KS1 to meet in classrooms as some parents will not have been into school at all. KS2 will meet in the main halls so that we can maintain our COVID cleaning plans and restrict too many people in communal areas

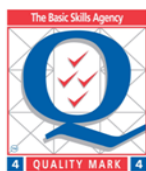
Please see the timetable below.

Year Group	Face-to-face	Phone calls home
EYFS, Y1 and Y2	Tuesday 30 th November	Thursday 2 nd December
Year 3 – KS1 Hall	Monday 29th November	Wednesday 1st December
Year 4 – KS2 Hall	Monday 29th November	Wednesday 1st December
Year 5 – KS1 Hall	Monday 6 th December	Tuesday 7 th December
Year 6 - KS2 Hall	Monday 6 th December	Tuesday 7 th December

Please could you indicate in the table on the next page your preferred appointment choice and time; we will reply to you with confirmation of your appointment.

Kind regards
Lamara Taylor
Headteacher

Please note that to protect our children the school gates are locked between the hours of 8.30am and 9.05am and 2.45pm and 3.30pm. If you are travelling to school by car during these times, please be aware that you could be locked in the school car park. Please find alternative parking outside the school gates, if required.



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Parent/Carer to complete:

Child's Name: _____ Class: _____

Time	Face-to-face Monday 29 th November	Phone calls home – Wednesday 1 st December
3:30pm – 4:00pm		
4:00pm – 4:30pm		
4:30pm – 5:00pm		
5:00pm – 5:30pm		
5:30pm – 6:00pm		

Teacher to complete:

Child's Name: _____

Your child's appointment will be on: _____ at: _____

It will be a face-to-face appointment / phone call appointment. (Please delete as appropriate)