



Sabden Primary School, Whalley Road,  
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25<sup>th</sup> November 2020

Dear Parents and Carers

After much deliberation over the last few weeks myself and Mrs Jackson have decided that we would like to offer you the opportunity to have face to face meetings with your child's classroom staff before Christmas in school.

2 parents from the same household, per child will be allowed into school and we ask that you use hand sanitiser on entry and a mask throughout. The meetings will take place in the EYFS classroom, but strict social distancing will take place. You are welcome to look at your child's book, but we ask that you do not touch the resources around you. The classroom will be well ventilated so please wrap up warmly. **Each meeting will last strictly 10 minutes.**

Usually school would give notice of any parent's meetings well in advance and you would be offered times which are more convenient to yourselves. However, on this occasion (and hopefully it will only be on this one occasion) we are having to do things slightly differently.

On Thursday and Friday of this week Mrs Jackson will come out with a clipboard at drop off and pick up times for you to book in a time to come into school on the following days:

Tuesday 1 December	8.30am	8.45am	9.00am	9.15am	3.00pm	3.15pm	3.30pm
Wednesday 2 December	8.30am	8.45am	9.00am	9.15am	3.00pm	3.15pm	3.30pm
Thursday 3 December	8.30am	8.45am	9.00am	9.15am	3.00pm	3.15pm	3.30pm

If you are shielding or anxious about coming into school, please let Mrs Jackson know and we will arrange an alternative to the meeting in school.

I hope you are all keeping well and look forward to seeing you.

Best wishes.

**Elizabeth Maskell**  
**Headteacher**

Headteacher Elizabeth Maskell  
B.Ed (Hons), N.P.Q.H.