



Headteacher
Mr. Dale Bateman

Friday 27th November 2020

Early Closure for Parent Consultations – Thursday 10th December 2020

Dear Parents/Carers,

We are very committed to letting you know how your children are progressing in school and following discussions with staff and governors, have decided to close the school early on **Thursday 10th December**. This will allow every parent the opportunity to meet virtually with their child's class teacher to discuss their progress.

On this day **school will finish at 1.15pm**. You will have between 1.15pm to 1.30pm to collect your child, allowing for social distancing measures to be followed at the pick-up time. Parent consultations will take place from 2pm to 7.30pm.

On Monday 30th November, you will receive a letter in your child's book bag, to request a specific session time for a meeting with your child's class teacher. You will be able to select an approximate preferred time – these will be:

2.00pm to 3.30pm / 3.30pm to 5.00pm / 5.00pm to 7.30pm

- The class teacher will then select the precise 5-minute meeting time within the session you have agreed to. 10 minutes will be shown on the meeting invite, this is to ensure that time is given to any log in issues; the meeting itself; and for logging off securely.
- You will receive an email confirming the invite to join the TEAMS meeting, this will be sent to your preferred email address on Wednesday 3rd December 2020. You will need to accept the meeting request, to ensure that you are able to log into the virtual session at the designated time.
- Where a virtual meeting is not possible, the class teacher will attempt to arrange a phone meeting with you before the end of this term. We highly recommend that you take the virtual meeting if you have an online device such as a smartphone, tablet or laptop. Advice on how Microsoft Teams works, will be sent to you on Wednesday 3rd December.
- Our after-school provider, **Shine Clubs**, have agreed to open early for parents who may wish to use their service. This would be at a charge of £6 per pupil for the additional session between 1.30pm until 3.15pm, with normal charging rates applying from 3.15pm (£6 for session 1, 3.15pm to 4.30pm and £6 for session 2, 4.30pm to 6pm). If you are planning to use this provision – please make sure you have registered with, Shine Clubs in advance. Registration forms can be found at: <https://www.shineclubs.com/coopersale>. On Wednesday 3rd December, we will be sending you a direct link to online book the additional session if you wish to use it.

Thank you for your understanding in this matter.

Do remember, the additional Shine Clubs session will be available for you to use if you are not able to collect your child at 1.15pm to 1.30pm.

Yours Sincerely,
The School Leadership Team