



# The Glapton Academy

A L.E.A.D. Academy

Address: Glapton Lane, Clifton, Nottingham,  
Nottinghamshire, NG11 8EA

Telephone: 0115 915 2936

admin@glaptonacademy.co.uk

www.glaptonacademy.co.uk

14 September 2020

Headteacher: Mrs C Hurst BA(hons) PGCE NPQH NLE

Dear Parents/Carers

## Parent/Carer Evening Autumn 2020 - COVID-19 Arrangements **ONLY ONE ADULT MAY ATTEND**

We will be holding our Parent/Carer Evenings during the week beginning Monday 21 September 2020, scheduled as follows:

Date	Year Group	Classes	VENUE
Monday 21 September	Reception	Walnut & Larch	KS1 Hall
Tuesday 22 September	Year 1 & 2	Willow & Juniper / Chestnut & Beech	KS1 Hall
Wednesday 23 September	Year 3	Oak & Sycamore	KS2 Hall
Thursday 24 September	Year 4	Rowan & Alder	KS2 Hall
Friday 25 September	Year 5 & 6	Hazel & Cherry / Elm & Birch	KS2 Hall

The following time slot options are available:

3.30-4.00pm	4.00-4.30pm	4.30-5.00pm	5.30-6.00pm	6.00-6.30pm	6.30pm
-------------	-------------	-------------	-------------	-------------	--------

This is an important opportunity to support your child's transition back into school life after lockdown, to identify key areas your child will need to work on to attain the expected standard by the end of the school year and to discuss ways of home and school working together to best support your child. It is also a good opportunity for you to share valuable insights about your child with their teachers.

To book your appointment:

- Please complete all boxes in the table overleaf.
- Please choose your preferred appointment slot for your child/ren, detailing your first and second time preferences and we will do our best to accommodate.
- Please send the reply slip back to school with your child to share with their class teacher at morning registration.
- Please do not hand any reply slips to members of staff directly and do not e-mail reply slips to the office.
- Please note that appointments may be limited and times will be allocated as slips are returned to school. Your appointment time will be confirmed overleaf and this letter returned to you.
- Please also read carefully the attached COVID-19 protocol. You must sign the agreement to adhere to the protocol in order to receive an appointment slot.

Yours sincerely

**Mrs C Hurst**  
Headteacher

---

**PARENT EVENINGS REPLY SLIP & COVID-19 PROTOCOL - AUTUMN 2020**

<b>Child's name:</b>	
<b>Child's class:</b>	
<b>Parent evening day/date (see above):</b>	
<b>Parent evening venue (see above):</b>	
<b>Time slot - preference 1 (see above):</b>	
<b>Time slot - preference 2 (see above):</b>	
<b>I would prefer a telephone appointment:</b>	Yes / No (please delete as appropriate):
<b>Parent/Carer signature:</b> <i>NB: In signing, you are agreeing to follow the COVID-19 protocol below</i>	
<b>Date:</b>	

---

**IMPORTANT - COVID-19 PROTOCOL & PARENTAL AGREEMENT**

- I agree to enter and leave school via the Glapton Lane Nursery Pedestrian Gate
- I agree to put on a face covering on **entering** the school **site** and keep it on until I exit the site
- I agree to enter by the designated hall doors only when invited to do so by a member of staff
- I agree to hand sanitise on entry to the hall
- I agree to sit only on the seat designated for me
- I agree to attend alone without another adult (my child may attend with me)
- I agree to leave the site immediately after my appointment and understand that time limits will be strict
- I agree to maintain a social distance of 2 metres from any other person on site and whilst entering and exiting the site
- I understand that staff will wear a visor during the consultation
- I understand that this is a valuable opportunity offered by staff but is time limited and restricted due to the current government guidelines

---

**PARENT/CARER EVENINGS - APPOINTMENT CONFIRMATION FROM CLASS TEACHER**

Thank you for returning your reply slip. Your appointment time is .....pm.

Appointments are allocated on a 'first come, first served' basis, and we would appreciate your support in arriving promptly at your allotted time. If your appointment time is not convenient, I will arrange a telephone appointment with you on another day.

I look forward to seeing you and discussing your child's progress.

---