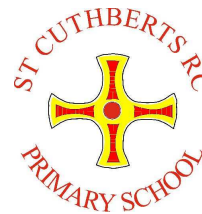


St. Cuthbert's R.C. Primary School
EDUCATE; CREATE; WITNESS:
CHRIST AT THE CENTRE.
Grindon Lane, Sunderland. SR4 8HP.
Head Teacher: Mrs. J. Ward



Telephone: 0191 5285094 E-mail: office@stcuthbertsprimaryschool.co.uk Visit at: www.stcuthbertsprimaryschool.co.uk

We are an Operation Encompass School

Wednesday 19th November 2020

Dear Parents and Guardians,

At this time of year we would normally be holding our two Parent's Evenings and our Play and Stay sessions in our Nursery and Reception. However, unfortunately due to the current lockdown and the Covid-19 safety measures we have in place in school we cannot hold these as we normally would with face to face meetings, so we will be conducting them over the phone.

Every class/teacher has been allocated a certain date/s for them to organise their appointments during the day and also on an evening (until 5:30). The school only has two phone lines (one of which must be left free so the office can still be contactable) so we will only be able to release one teacher at a time. As I am sure you can appreciate this will be a lengthy process that will take around two weeks for us to get through the whole school – this isn't ideal but we feel this is the safest and most feasible way to do this and we recognise it is important that you get to speak your child/ren's teachers. Please bear with us if it is more difficult to contact the office during this time or if appointments run slightly behind as we might have to wait for phone lines to become free.

Staff will be organising their appointments through Class Dojo (to avoid paper going back and forth between home and school) from **Tuesday 24th November** onwards until all classes have been completed. Teachers will upload a sheet with the available date/s and times to their class stories so you can chose from these. Parents will then be asked to comment and request a suitable time and teachers will regularly update the list and message you back if the timeslot you have requested is not available. This is a new process to everyone and I am sure there may be some teething problems, so again, if I can ask you all to please have patience as we try and get this organised it would be greatly appreciated.

Thank you again for ongoing support – our staff are looking forward to speaking to you soon.

Yours Sincerely

Mrs Steele (Acting Head Teacher)



