



Heathfield Junior School

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EXECUTIVE HEADTEACHER – Mr Paul Clayton

29th June 2020

Dear Parents and Carers

I hope you and your families are well. We are now in a position to offer end of year meetings with your child's current teacher. These will take place in the last week of this term and are an opportunity to reflect on the year, to discuss your child's report and importantly, meet face to face.

The pods operating at the moment will close on the 15th July. Appointment times will appear on the online booking form and we have planned enough time and space to have these meetings in a COVID-secure environment. Meetings will take place in classrooms, at a safe distance, with furniture cleaned or changed between meetings. Waiting spaces will be outside and teachers will collect families from there. We have allowed 15 minutes for each meeting which will be strictly adhered to. Families should arrive shortly before the meeting time and leave directly afterwards. Details of waiting spaces will be sent out nearer the time.

Online booking systems will operate in both schools. These will open at 8am on Tuesday 30th June and close at 11pm on Wednesday 8th July. Please log on to your Scopay account via the website or use the following link <https://www.scopay.com>. A guide is available on the website with further information. Please note appointment slots are for 20 minutes, this allows 15 minutes for the actual meeting with the final 5 minutes allocated to the safe departure of the family and cleaning the meeting space ready for the next family. If you have not yet set up your Scopay account and linked it with your child, you will not be able to make an online booking. Link codes were sent out via email on the morning of Friday 26th June. Please contact the office if you have any difficulties setting up your account.

Attached is a letter from your child's new class teacher. It includes an *All About You* activity for your child to complete for their new class teacher. Please return it at your meeting and it will be passed on to your child's new teacher.

Please can we remind you that if you, or someone in your household has symptoms of the coronavirus and you are in a period of self-isolation or you have been instructed to self-isolate, you should not come to the school. If you have any questions or concerns please contact the school office.

I really hope you are able to attend.

With best wishes

Paul Clayton
Executive Headteacher