

HaileyburyTurnford

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9th June 2020

Dear Parent/Carer

One to One appointments for students and families

Following on from Mr Newman's letter sent out on Monday 8th June, I am writing to give you details on how to book an appointment and the procedure of what to do when you arrive at Haileybury Turnford. In order to book an appointment, you will need to access the Parents' Evening system via the school website and login as you normally would when booking a parents evening slot.

When booking your appointment, please book in with Miss Goody, Mr Lindquist or myself.

Appointments may be adjusted on the day if staffing is required to change. You will be notified of any changes upon your arrival.

In order to maintain social distancing we are asking parents and students to arrive no earlier than 10 minutes before your scheduled appointment time. Please wait outside the Sixth Form block. A member of the Sixth Form team will come and collect you.

Please ensure you keep 2 metres from others at all times, floor marking will help with this. When entering the school, please use the hand sanitisers provided. Meetings will last no more than 25 minutes in order to maintain appropriate numbers in school and adequate social distancing.

All meetings will follow the same set of questions including but not limited to current learning taking place, outline of what will be happening in the coming weeks, processes involved upon students returning to school and behavioural expectations.

During the meeting we will endeavour to answer any questions you have. If this is not possible we will pass on your query to the relevant member of staff who will be able to assist you.

Please note that if your son/daughter is expecting to return to school w/c 22nd June, then it is essential that this meeting takes place.

If you have any issues concerning the meetings, please do contact the school. For logging in issues, please contact Mrs Blaskett on blaskettk@haileyburyturnford.com or myself on shivalkarn@haileyburyturnford.com.

Yours faithfully



Mrs N Shivalkar
Assistant Principal



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