

Bulphan Church of England Academy

Fen Lane, Bulphan, Essex. RM14 3RL

Executive Headteacher: Miss S. Finch
Head of School: Miss E. Taylor
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2nd November 2021

Dear Parents/ Carers,

Parents' Evening will be taking place on:

- **Wednesday 17th November 2021 – 3.30pm-6pm**
- **Thursday 18th November 2021 – 3.30pm-5.30pm**

We are pleased to announce that parents' evenings will be face to face this year. However, as COVID is still prevalent in and around the community, there will be a number of measures in place to ensure everyone is safe. Meetings will be held in classrooms or the hall, where a screen will be in place on the table so there is protection between yourself and the teacher. Only **one parent** will be allowed to attend. If your child is in KS2, they are invited to attend with their adult. Books will be available for you to look through.

Slots will be ten minutes long and these can be requested via email by **Friday 12th November**. Please state a half an hour window in which you would be able to attend in your email e.g between 4.30pm and 5pm. We will endeavour to ensure you are allocated a slot within the time requested, although please do be mindful that we may have many parents requesting the same times. Times slots will be sent out by **Monday 15th November**.

You will be asked to wait outside the classroom, on the playground, until the teacher invites you in so please do not arrive early as it will be chilly in November! We would also please ask that you attend on time so that meetings after yours are not delayed.

Meetings:

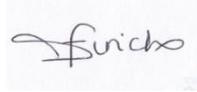
- **Lower School** meetings will be held in the **hall**. Please wait outside the hall door on the playground.
- **Middle School** meetings will be held in the **Middle School classroom**. Please wait outside the main, brown door on the playground.
- **Upper School** meetings will be held in the **Upper School classroom**. Please wait outside the door that the children leave from by the trim trail.

***'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105***

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We understand this is a slightly different process to previous years. However, we are keen to welcome parents in and meet face to face. We feel it is so important to have an open and honest dialogue about your child's progress and learning face to face without the hassle of dodgy internet connections or phone calls! We appreciate your support in this matter and look forward to welcoming you all in person.

Kind regards,



Miss Finch
Executive Headteacher



Miss Taylor
Head of School

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