



# Ridgeway Primary School

Grange Road

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Chasetown

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Staffordshire

WS7 4TU

Headteacher: Mrs. J. Jelves

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01/09/2020

Dear Parents

Please see some information with regards to tomorrow's 'Meet the Teacher' Appointments.

1. The booking system has now closed and no further appointments may be booked.
2. Please note that the appointments are for 10 MINUTES. In order to maintain social distancing we must stick to these time slots. There will be other opportunities for you to speak with class teachers
3. Only ONE adult will be allowed to attend the meeting with their child. If a second adult or older sibling (secondary school) accompanies their parent, they will need to wait in the waiting area or outside the door.
4. Please be prompt but not early - only one person may 'wait' inside. If you are early you may need to stand outside.
5. Masks must be worn on school site and in the meeting.
6. Please only use designated entrance as detailed in the letter 'Final Information for September reopening of school' which can be found on the home page of the school website;
7. Please use the one way system in place on school site for these meetings:
  - a. Nursery & Reception - Entrance through main gate to Nursery / Reception playground - exit down the steps from Reception playground and out through Lawnswood Gate
  - b. Year 1: Entrance through main gate to KS1 playground - exit down steps from KS1 playground and out through pedestrian gate;
  - c. Year 2 & Year 3: Entrance through main gate to hall door - exit down steps from KS1 playground and out through pedestrian gate;
  - d. Year 5: Entrance through pedestrian gate to staffroom door at far end of building - exit through Lawnswood Gate;
  - e. Year 4 & Year 6: Entrance through pedestrian gate to studio door - exit through Lawnswood Gate;

We appreciate that parents with pushchairs may not be able to follow this route, if this is the case, we ask that you are mindful of parents coming in the opposite direction and that you maintain social distancing as much as possible.

**I will send out further information tomorrow with regards to answers to questions about Thursday and Friday in school.**

Kind Regards  
Jo Jelves  
Headteacher