



# George Fentham Endowed School

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Mrs J Gaughan Head Teacher

Thursday 9<sup>th</sup> July 2020

Dear Parents and Careers

## RE: End of Term Reports

We are pleased to inform you that your child's report for 2019/20 has now been completed and is ready for collection. As explained in my previous letter, we have decided not to post reports as we have had some parents who have not received correspondence from us over lock-down and we would not want a document with your child's personal information to go missing.

Please note reports for children currently in school and for their siblings will be sent home with your child next week. Any reports that are not collected will be securely stored and sent home with your child when he or she returns to school in September. We will only be able to give your child's report to you, as the parent or carer, unless you email the office directly providing written consent that another adult will collect the report on your behalf.

Arrangements for the collection of reports:

- Reports will be available from the school office on Tuesday 14<sup>th</sup>, Wednesday 15<sup>th</sup> and Thursday 16<sup>th</sup> July from 10:00am to 12:00pm and then again from 1:30pm and 2:30pm.
- In order to ensure the safety of our children and staff we ask that you do not come to collect reports at any other time.
- Parents are asked to enter school via the small metal gate and exit via the small wooden gate to ensure a one-way system.
- Please queue outside the main school office door observing social distancing.
- We ask that one adult at a time enters the school.
- A member of staff will hand your child's report to you through the glass panel. This panel will provide protection for you and our staff member.

Thank you for your support in this matter.

***We are currently working hard to ensure we can implement the new Government guidance for the full opening of George Fentham Endowed School from September. I will be sending out details to help you and your child prepare to return at the start of next term at the beginning of next week. This will be done via Parent Pay and details will also be published on our school website.***

Yours sincerely

Mrs J Gaughan

Headteacher

