Sacred Heart Catholic Primary School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk

3rd September 2021

Dear parents/carers,

Class Information Meetings

Welcome back to a new year at Sacred Heart School. We are delighted that children are already settling into school-life and enjoying being back with their friends and teachers.

We would like to welcome parents/carers to Class Information Meetings. At these meetings, you will receive important information about school arrangements and you will be given the opportunity to ask any questions that you may have. For parents/carers who are not available to attend these meetings, we will arrange for the information to be sent on after the event.

Please see below for details on the timings of these meetings.

Year	***Class Name***	**Class teachers**	**Date/time of meeting**
Year 1	*St Francis* *St Clare*	Miss West Mrs Elvidge	9th September at 2.45pm
Year 2	*St Padre Pio* *St Maximilian Kolbe*	Mrs Moyies Mrs Lodge	10th September at 2.45pm
Year 3	*St Joseph* *Mary Mother of God*	Mr Morris Miss Rachel Jackson	13th September at 2.45pm
Year 4	*St Michael* *St Gabriel*	Mr Overton Smith Mr Bragard *and* Mrs Copley	15th September at 2.45pm
Year 5	*St Peter* *St Paul*	Miss McMahon Mrs Overton Smith	20th September at 2.45pm
Year 6	*Our Lady of Lourdes* *St Bernadette*	Miss Dugdale Mrs Robb	17th September at 2.45pm

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In order to be able to offer this opportunity to all Nursery/Reception parents and carers, and to operate safely, it will be necessary to limit numbers attending to **one parent/carer per pupil**.

Please **book a place at the session that you wish to attend**. This will help us to put the necessary arrangements in place. **Bookings must be placed via School Money, our online system, by Wednesday 8th September.**

Class Information Meetings will be held in our school hall. We would ask that you please arrive promptly for the session. Please enter via the school reception office.

We will be applying some **COVID-19 safety measures**, to assure the comfort and safety of all:

- You will need to book a place – this is necessary so that we have a log of attendees.
- You will be asked to sanitise your hands on arrival, and again on departure.
- We encourage attendees to maintain some distance
- As this is an indoor event, we would ask that attendees wear a face covering please

If attendees feel unwell with symptoms associated with COVID-19 on the day of the meetings, they should stay at home and not attend the school.

We look forward to meeting you all in person very soon.

Warm regards,

Janet Mullally

Mrs Janet Mullally
Headteacher