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Headteacher: Mrs. L. Ashton

Tuesday 7th July 2020

End of Year Reports

Dear Parent/Carer,

Your child's end of year school report, along with class allocations for the next academic year, will be available to share with you on Monday 13th July. We have thought about the best and safest way to get this report to you and we have decided on the following options.

- 1) If you wish your child's school report to be emailed to you then please confirm this request by emailing your child's class teacher and asking for the report to be sent electronically. **The email address that you wish your child's report to be sent to must be verified before we are able to send it, in line with GDPR.**
- 2) Your child's report can be printed and collected from outside of the main entrance of the school at the following times on **Monday 13th July**:

Allocated time to collect reports	Surnames
9.30-10.30am	Surname A-C
10.30-11.30am	Surname D-L
11.30-12.30pm	Surname M-R
1-2pm	Surname S-Z

Year 6 Reports/Siblings

As our Year 6 children are coming to the end of their time in our school, Year 6 parents will be allocated a time slot, on Monday 13th July, to come to school individually and collect their child's report. Parents of Year 6 children will also be able to collect sibling reports during this allocated timeslot and therefore do not need to come to school at the times stated above. Year 6 parents will receive an additional letter outlining these details.

Please note, for GDPR reasons if you are not personally able to collect your child's report and intend on asking someone else to collect it on your behalf, you must email your child's class teacher, prior to collection, to state who this adult will be. Unfortunately, we will not be able to hand out the report to anyone other than parents, if we have not had confirmation and permission to do so via email.

If your child is currently attending school, their report will be handed to you at the end of the school day on Monday and there is no need to collect during the time slots above.

For everyone's safety, please ensure that whilst collecting your child's report you follow social distancing guidelines on the school site - please also remember that there are currently no facilities for parents to park on site.

Following receipt of this report if you would like to speak to your child's class teacher, please email them and arrangements will be made for them to discuss the report with you.

Thank you for your co-operation,

Mrs Ashton

Headteacher