



# Weston Mill Community Primary Academy



Chief Executive Officer – Mrs A Nettleship

Head of School: Mrs Rachel Dinnis  
Assistant Head of School: Mr Simon Wilkins

(01752) 365250  
e-mail: [westonmill.reception@discoverymat.co.uk](mailto:westonmill.reception@discoverymat.co.uk)  
[www.discoverymat.co.uk](http://www.discoverymat.co.uk)

Weston Mill Community Primary Academy  
Ferndale Road, Weston Mill, Plymouth, Devon  
PL2 2EL

Friday 23rd April 2021

## Parent Meeting Appointment

Dear Parents and Carers,

We would like to offer you a parent's meeting for your child, as a follow up to the report you received before Easter. We are very mindful that as the government takes steps to safely move us out of lockdown, we need to continue to follow our risk assessment to support our community and therefore have the following plan for this.

During the week beginning 17th May – we will host parent's meetings in school, asking that minimal people attend (so if younger siblings can be cared for by someone else that would be appreciated). **Appointments will start from 3.15pm (for Foundation, Daisy, Violet, Y3/Y5 and Y6). Y1/Y2/Y4 will start from 3.30pm due to our staggered start and finish times. The last appointment to be made will be 5.15pm.**

**Tuesday 18th May and Wednesday 19th May.** Each appointment will last for 10 minutes.

- You will be asked to wait outside the main reception/office entrance. (Please do not arrive more than 10 minutes before your appointment, this will keep the number of people waiting to a minimum. **Please socially distance whilst waiting.**
- You will then be asked to wait outside your child's class door until called by your child's class teacher.
- You will be asked to wear a mask/visor to the meeting and to sanitize your hands on entry.
- Please respect other parents and staff whilst on the school premises and socially distance.
- You will need to exit the school premises promptly after your meeting.

If you are unable to attend this meeting due to child care arrangements, and would still like to speak with the class teacher, then we are offering a phone call to discuss your child's report on **Tuesday 25<sup>th</sup> May** or **Wednesday 26<sup>th</sup> May** and this will last for 10 minutes.

To book your appointment, please phone the office on 365250 or email the school at [westonmill.reception@discoverymat.co.uk](mailto:westonmill.reception@discoverymat.co.uk)

Should anything change, with government guidance, then all meetings will be carried out via phone calls over these two weeks and the teachers will be in touch to confirm this.

Kind regards

Rachel Dinnis  
Head of School