



SCHOOL MEMBER



### PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR

TEL: 024 7646 6669 - EMAIL: [adminstaff@parkhill.coventry.sch.uk](mailto:adminstaff@parkhill.coventry.sch.uk)

School website: [www.parkhillprimaryschool.co.uk](http://www.parkhillprimaryschool.co.uk)

Headteacher: Mr P Griffin

26<sup>th</sup> June 2020

Dear Parents and Carers,

We hope you are keeping well and managing to enjoy this great weather. We understand how difficult these times have been for everyone, and cannot wait for things to return to normal when we can welcome the children back to school - whilst school has been busy as we have opened our doors to some Pre-school, Reception, Year 1 and Year 6 children, it is not the hive of activity we are used to!

Although the academic year has been most unusual due to the Coronavirus Pandemic, the teachers have been working on writing the children's reports to highlight the work and effort the children achieved before 'lockdown'. For those children who are currently attending school, reports will be sent home on **Monday 13<sup>th</sup> July**. Any child in Years 1 and 6 **not** in school will need to contact Miss Plant to arrange pick up of reports.

For the rest of the school, we would like to invite you onto the school grounds during **the afternoon of Monday 13<sup>th</sup> July**. This will be an opportunity to say hello to your child's teacher and pick up their reports. Please note that due personal circumstances, some teachers will not be able to attend.

Pre-School:

Surname starting letter	Time	Teacher to hand out reports
A-M	1-1:45	Mrs Phillips
N-Z	2-2:45	Mrs Phillips

Time	Class	Teacher to hand out reports
1-1:45	3H	Mr Hammond
1-1:45	3R	Miss Court
1-1:45	5W	Mrs Willacy
2-2:45	2N	Miss Norcliffe
2-2:45	2P	Miss Pollard
2-2:45	4BM	Mrs Bailey
2-2:45	4N	Mrs Butler
3:30-4:00	Reception	Mrs McBride and Miss Moxam
3:45-4:30	5D	Mrs Dodd

It is vital that you stick to the times allocated so we can ensure your safety. To support this, we ask that only one adult comes onto the school grounds with their child, and you ensure a safe social distance from other families and staff.

Access to the school will be via the school gate and up the hill towards the main school entrance. From there, you will be directed onto the field where your child's class teacher will be waiting. After picking up your child's report, there will be a 'one-way system' and the exit will be through the Nursery gate and out onto the lane.

If there is any reason why you cannot pick up your child's report on Monday 13<sup>th</sup> July at your allocated time, please contact Miss Plant, who can arrange an alternative time and day ([eplant@parkhill.coventry.sch.uk](mailto:eplant@parkhill.coventry.sch.uk)).

Thank you.

Yours sincerely,

Mr Lawrence  
*Deputy Headteacher*