9th September 2021

Dear Parent and Carers

We are delighted to invite you to our 2021 Open Evening. Due to COVID restrictions this will be the first opportunity for us to invite our community to see our new resources and the things that our community have been doing over the past few years that we are particularly proud of.

Whilst COVID restrictions have been eased, we are mindful that when gathering people from across Bolton we need to keep everyone safe, so we have added an appendix to our risk assessment to cover our open evening. Both are available in the letters section of our school website. We ask that you would help us to keep everyone safe by noting the following precautions:

* All visitors will be invited to wear a face covering unless they have a medical exemption. Face coverings will be available at the entrance for those who have forgotten.
* A one way system will be in place in three areas of school with outside routes being used where possible.
* School staff and students helping will be invited to take an LFD test prior to the evening. If visitors are able to, we encourage them to do so.
* Headteacher presentations will be at 5pm, 5:30pm, 6pm, 6:30pm.  More presentations will be added if needed so please don’t worry if we have to limit the numbers in the initial presentations.
* Rooms will be set up with desks/screens as a space barrier between members of the public and school staff/students. Please try to keep a social distance when talking to staff or students.
* Enhanced cleaning will take place during the evening with the wiping of surfaces and key touch points.
* Hands-on activities for visitors will be reduced to activities that allow for equipment to be cleaned between use.
* Visitors will be invited to consume refreshments under the canopies on the benches outside.
* Visitors are asked to spend a maximum of 3 minutes in each classroom to enable all visitors and opportunity to see different department areas.
* Visitors are asked to be mindful of entering a classroom if it is busy and revisit it later in the evening.
* Tour guides will be available for those who are new to our school and marshals will be available to answer any questions throughout the evening.

We look forward to welcoming you.

*Tony McCabe*

*Headteacher*