

11/06/2020

Dear Parents

**Form Tutor Review Meetings
Wednesday 17th June in School**

I am writing to confirm the details for the Form Tutor Review Meetings. Your son will be invited into school on Wednesday 17th June 2020 for a scheduled 10-minute appointment with his Form Tutor or another member of staff to discuss his Online Learning and Engagement Grades and the work he has done since we have been on lockdown. We hope these meetings are helpful in supporting him during the remainder of the term. We certainly look forward to welcoming him back onto the school site.

There are several pieces of information that it would be helpful to make you aware of, as per below:

1. On **Thursday 11th June** your son's Form Tutor will post in Assignments a form for him to complete. Please could you encourage him to do this as soon as possible and no later than **Sunday 14th June**.
2. In the next day or two your son's Form Tutor will post a list of appointment times for meetings in school on Wednesday 17th June. Meetings will last 10 minutes.
3. All meetings will be in form rooms.
4. The School will be sending home in the next few days information and a video about physical distancing and safety measures in school. It would be appreciated if you could watch the video and read the information.
5. Parents are welcome to wait for their son in their car in Uplyme car park on Wednesday 17th June.
6. Please ask your son to enter school by the Hamilton Road pedestrian gate.
7. Your son should attend in smart casual clothes. He can wear gloves and/or a face mask should he choose.
8. Whilst we would like as many Year 10 and 12 students to come into school for the meetings, as this may be one of the few times they have the opportunity to come into school this term, we do appreciate that in a few cases this may not be possible. If this is applicable to your son, please can you ask him to contact his Form Tutor by email as soon as possible, so s/he is aware when planning the schedule of appointments. The Form Tutor will then be able to organise a Teams video or audio meeting with your son. We cannot conduct a 1:2:1 meeting with students without another adult being present, or in the vicinity. If your son absolutely cannot come into school, please can you make sure that a parent is in the vicinity when your son has his Teams video or audio meeting.

If you have any concerns with any aspect of the above information, please contact your son's Form Tutor by email (email addresses are on the school website) as soon as possible.

Finally, we are very much looking forward to seeing your son and welcoming him back into his school.

Yours sincerely,
Alex Wallace
Deputy Head