

11<sup>th</sup> June 2020

Dear Parents and Carers,

### **Year 10 Academic Review Meetings**

As you are aware we are conducting individual academic review meetings with year 10 students starting on the 15<sup>th</sup> June. Most families have opted to come into school for a face to face meeting while others have chosen to conduct this meeting online or by telephone. At this stage you should have been contacted by telephone and know the date and time of your appointment. If you have not yet been able to make an appointment please contact Mrs Holt on 01553 828648 or email her at [office@stclementshigh.org.uk](mailto:office@stclementshigh.org.uk).

The academic review meetings will last approximately 20 minutes. These will take place in rooms 23 and 24; these are located in the Humanities block. **Please park in the children's centre car park and come to our back gate**, we will then direct you to the room. For your protection only two families have been scheduled to be on site at any one time, appointments have been staggered with the aim of ensuring you do not need to come into contact with each other. **It is therefore vital that you arrive exactly at the time of your appointment; there will be no waiting area in school so families arriving early will be asked to wait in their cars.** Students are not expected to wear school uniform and staff will be informally dressed to allow clothes to be washed at the end of the day.

Students are expected to be accompanied by one adult only. If anyone in your household is displaying COVID-19 symptoms or is classed as clinically vulnerable, please contact us to cancel the appointment and we will be pleased to arrange an online or telephone meeting.

On arrival in school you will be expected to use the hand sanitizer and the surfaces you come into contact with will be cleaned between appointments. Access will be strictly limited to the room in which the meeting is held. Throughout your visit we will maintain a 2m distance between you and the staff you meet. Meetings are with one teacher who will discuss all subjects, using notes provided from other colleagues. To avoid the need for you to take anything away with you, all feedback will be provided verbally; you may therefore find it useful to bring a note pad to record the main points of what is said. A tray will be provided for the deposit of any work students may have to hand in; this should be clearly marked with the child's name and that of their teacher.

The government have been clear that online learning will remain the predominant method of education until at least September and have stated no more than a quarter of year 10 may be permitted in school at any time this term. The academic review meetings are scheduled to take place up until the 26<sup>th</sup> June. Our Trustees are currently considering what provision may be offered on site after this date and I will contact you again as soon as this has been decided.

Thank you for your support.

Yours sincerely,



Mr N. K. Willingham  
Headteacher