

Ref: Y9AcademicReviewMeetings/TMS/hll

26th June 2020

Dear Parent/Carer

Student: «**Forename**» «**Surname**»

Could I first thank both yourselves and your child for all the home learning that has taken place during this very difficult period. You will be aware from recent Government announcements that Secondary schools could be back for all year groups in September. However, until further guidance is received we cannot make definite plan but feel that it is really important that we see Year 9 before we finish for the summer holidays. Therefore, in preparation of what September might bring and to further support your child with home learning, we would like to invite all Year 9 students into school for a meeting.

In preparation for this, we are asking all Year 9 students to complete an Academic Review questionnaire with their Parents/Carers. As students have been away from school for a long period of time, it is important we gather this information to review the amount of work that students have completed so that we can plan more effectively for September. The link for this questionnaire is:

<https://forms.office.com/Pages/ResponsePage.aspx?id=kGSC6rbgAk2BMLvfMAKGDHqviS-HszpDjiWdRMYvHtVUQ0QzTIRJRFgzWTIERks0MUw3MThRNUVRMi4u>

This questionnaire needs to be completed prior to the meetings that will take place week beginning 6th July. All Year 9 students will meet with one of their teachers and will discuss and share with your child the following:

- Review of the work they have completed to date, areas of success and possible barriers that they have faced.
- Discuss access to mobile/device/tablet/lap top/computer to enable further support
- Training on the use of Microsoft teams to enable access to Maths, English and Science teaching and webinars. A guide will be provided for parents to review too.

«Forename» is invited into school to complete their meeting on «Day» at «Time» with «Member_of_Staff» in room «Room_Number».

Please could you ensure that «Forename» brings a mobile device/tablet to allow staff to support them in setting up teams.

Please be assured that these meetings will follow the strict social distancing guidelines and all the health and safety advice communicated by Mr Critchley already.

Could you ensure that «Forename» attends school on time and follows the safety procedures that are expected. They will be met by a member of staff, escorted to their meeting room and then escorted back to the main entrance to then safely return home. Social distancing will be in place at all times and students need to ensure that they do not congregate outside of school either before or after their meeting. In the event that your child is unable to attend their meeting, staff will then make telephone contact to pass on all relevant information.

If «Forename» is using public transport, please ensure they are fully aware of the guidance for the use of local buses. The recommendations on transport to and from school allude to reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school).

It is an extremely important time for our Year 9 students as they come to the end of their first year of GCSE studies. Therefore, **all students will be expected to benefit from this provision** and we look forward to you continued support.

Yours faithfully,

A handwritten signature in black ink that reads "Jane Thomson". The signature is written in a cursive style with a large initial 'J'.

Mrs J Thomson
Associate Principal