



ASTLEY COMMUNITY HIGH SCHOOL

One of the Seaton Valley Federation of Schools

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Executive Headteacher: John Barnes

Head of School: Graham Scott

Our Ref : DG/Sept Year 11 Induction Day Appointment Ltr 18.08.2020

18th August 2020

Dear Parents/Carers,

We would like to invite you and your child to attend a review meeting on Wednesday 2nd September 2020 at Astley Community High School. This will be an opportunity to discuss your child's progress and well-being during "Lockdown" with an allocated member of staff (Form Tutor or a member of the Senior Leadership Team). The appointment will give parents/carers and students the opportunity to pass on any key information or ask questions following the prolonged period away from normal school. It will also allow us to support all students as they transition into Year 11.

We now use an intuitive online appointment booking system which allows you to choose your own appointment time with your allocated member of staff. Each student has been allocated to a member of staff, therefore you will only have one appointment to make. You will receive an email confirming your appointment details.

Appointments can be made on a first come first served basis, from noon on Wednesday 19th August and will close at 9am Tuesday 1st September 2020.

You can access the booking portal via the school gateway app or by browsing to astleycommunity.schoolcloud.co.uk to book your appointments. A short guide on how to add an appointment is included with this letter.

If you have not yet signed up for the school app, this would be an ideal time to do so. If you do not have access to the internet, please contact the ASTLEY school office (01912371505) and staff can make appointments on your behalf.

We have taken measures to ensure that these meetings run as smoothly and as safely as possible. Please read the information below prior to attending your review meeting.

Guidelines for Review Meeting Appointments

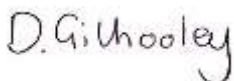
- Please park in the visitors car park near the playing fields
- Arrive on time for your appointment (please do not arrive early in order to maintain social distancing)
- Ensure that you know which member of staff you have signed up to see (you will have received a confirmation message when you booked your appointment)
- Appointments will take place in different locations within school to allow for social distancing (see list below)
- Appointment slots will last 10 minutes
- There will be a 5 minute period between appointments to allow staff time to clean surfaces prior to the next appointment
- Following your appointment please leave the school site

Appointment Locations

Form Class	Staff	Base	Entrance	Exit
11A	N.Midgley	Main Hall	Back Doors next to car park	Fire Door Opposite
11E	C.Scott	Main Hall	Back Doors next to car park	Fire Door Opposite
11L	M.Chadkirk	Main Hall	Back Doors next to car park	Fire Door Opposite
11S	M.Hiscock	Sports Hall	Double Doors	Side Door on Corridor
11T	L.Holwick	Sports Hall	Double Doors	Side Door on Corridor
Additional Group 1	M.Roe & H.Bower	SEN Bungalow	Front Door	Front Door
Additional Group 2	L.Power	Sports Hall	Double Doors	Side Door on Corridor
Additional Group 3	C.DaPrato	Sports Hall	Double Doors	Side Door on Corridor
Additional Group 4	D.Gilhooley	Sports Hall	Double Doors	Side Door on Corridor

If you have any questions prior to Wednesday 2nd September, please do not hesitate to contact us.

Yours Sincerely



Mr D Gilhooley
Student Progress Leader Year 11