

# Wellfield High School

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Mrs L A Gwinnett, Executive Head  
Mr J Lewis, Head of School



Tuesday 16<sup>th</sup> June

Dear Parents,

## Face to Face Review Day at Wellfield High School

Lancashire County Council's Director of Public Health, Dr Sakthi Karunanithi, has now revised his guidance about schools re-opening to more students. In light of this, Wellfield High School will initially now open more widely to Year 10 students from 23<sup>rd</sup> June. The school has undertaken detailed risk assessments and I am delighted to provide more details on next week's plans for our **Year 10 Face-to-Face Review Day**.

The face-to-face Review Day will be an opportunity for your son/daughter to reflect in person with their tutor on both academic and welfare aspects of working away from school and being supported with home learning since mid-March.

### Plans for the Day

- Year 10 students will be invited to attend a 30-minute face-to-face meeting with their tutor between Tuesday 23<sup>rd</sup> June – Friday 26<sup>th</sup> June dependent on which House they belong to.
- As you would expect, to keep both staff and students safe at all times, two metre distancing and strict COVID-19 safety protocols will be observed at all times. Students will only be in school for the duration of their pre-meeting preparation and the meeting itself. There will be access to the toilet facilities with students required to follow the clear guidance displayed. Students are NOT required to wear their uniform whilst in school however they will be required to bring a pen with them to use.
- Parents will be sent individual appointment times on **Friday 19<sup>th</sup> June** and these will also be communicated directly to students via Class Charts on the same day. Students will be expected to attend unless they, or members of their family, are shielding or are otherwise vulnerable. Please let us know if this is the case via [enquiries@whs.lancs.sch.uk](mailto:enquiries@whs.lancs.sch.uk) by **Thursday 18<sup>th</sup> June** to help with our appointment planning process.
- Students will be expected to walk, cycle or be given lifts by household members. They will not be expected to use public transport and school buses will only be appropriate for those who have appointments at the very beginning or end of the day as there will be no facility for students to arrive early or wait until the school bus is available to go home. In addition, not all school buses are running and we wouldn't want you to rely on this.
- Students should turn up for their own individual appointments and not travel to and from school with friends.
- There will be no access to the schools catering provision for students given current health and safety guidance.
- The school's on-going provision for children of Key Workers and Vulnerable Students will continue as normal in a completely separate area of the school so that there is no cross over.
- All students will receive a pre-meeting reflection activity via Class Charts this week for completion at home and a copy of their reflections will be printed out and given to them prior to their meeting. This activity will inform the discussion with their tutor and so it is important that it is completed in full prior to coming in to school.

- Wherever possible, students will have their meetings with their personal tutor and will be able to continue the relationship built over their time at Wellfield High School. This will allow them to have an open conversation about how they are feeling, what they are proud of achieving and how we as a school can help them with continued remote learning and a smooth transition back to school in the Autumn term. Where the tutor is unavailable to have these meetings, an appropriate member of the teaching staff will be allocated and there will also be pastoral and support staff present.
- On arrival, students will be greeted by a member of staff who will sign them in, explain the Review Day process and the key social distancing measures in place across the school.
- On entering the Sports Hall / Dining Hall students will spend time reviewing and adding to their reflection sheet in a waiting area before being called for a socially distanced meeting with their tutor. Senior staff will be present at all times inside the Sports Hall / Dining Hall to assist with safe movement and ensure full compliance with the safety protocols in place.
- Prior to each meeting with the tutor, all surfaces and chairs will be sanitised to ensure the highest standard of cleanliness. Students will be seated 2-metres away from their tutor (or other allocated staff) for the duration of the face-to-face meeting.
- Following the end of the meeting, students will be signed out by staff before leaving the Sports Hall / Dining Hall and asked to exit through the side doors/fire exits to maintain a one-way system on their way to leaving the school premises. The chair and desk will then be wiped down ready for the next student meeting.
- For parents who wish to drop off and pick up their son / daughter, clear signs will direct you to the appropriate areas. If parents wish to wait, there will be a marked parking area, although you will be asked to remain in your vehicles at all times.
- A short film presentation will be placed here on the [school's website](#) giving full details on the social distancing protocols that will be in place for the day to reassure you.
- The personal tutors would welcome some brief feedback from parents once you have had an opportunity to speak with your son /daughter on how they felt their meeting had gone. This will be invaluable to help support our students moving forward and might include any issues that you'd like us to address, positive comments that you can pass on or practical considerations for any future Review Days that the school might hold. Please send this important feedback to [enquiries@whs.lancs.sch.uk](mailto:enquiries@whs.lancs.sch.uk)
- All our Year 10 students will also be written to directly with the details contained in this letter.

Once you have had time to digest the contents of this letter and reviewed our short COVID-19 safety film, should you have any further health and safety concerns or any other questions related to our face-to-face Review Day, please don't hesitate to contact us.

Finally, I would like to thank each and every one of you for your continued efforts in helping us provide the best all-round academic and welfare support we can for your children.



Mr B Dunne  
Executive Secondary School Lead  
Endeavour Learning Trust