



8 January 2021

Dear Parents,

Personal Mentor Meetings

In our letter earlier this week, we informed you that during this period of remote learning, staff will be contacting students on a more regular basis. Again, this is to monitor wellbeing, levels of motivation and to secure high levels of engagement on ClassCharts and in their learning. This will be a face-to-face online meeting via 'Google Meet' and this will be arranged by appointment, directly between staff and students.

Each student has been assigned a Personal Mentor – this could be their form tutor, Pastoral Manager, House Progress Leader, a class teacher or a member of the wider support team. Over the next five weeks, we want to maintain consistency with the Personal Mentor and as such this will not change for this period of remote learning. That being said, if a member of staff is unwell for an extended period of time, we may need to reconsider this and I am sure that you will both appreciate and understand this.

These meetings are for your child and their Personal Mentor. Should any parent need to contact us, we would request that this is done using the enquiries@whs.lancs.sch.uk email address. The purpose of this meeting is to establish a link between the member of staff and a student in order to maximise wellbeing and engagement during the period of lockdown. As such, the staff have been instructed to end the session if an adult uses the session as a mode of communication. So that everyone is safe and feels comfortable, students must follow the Google Meet 'Code of Conduct'. We have attached a copy of this to the letter for your information.

Students will be informed of their meeting day and time via an announcement on ClassCharts, at least 24 hours in advance with instructions on how to access the meeting online. Students can also view the appointment link in their google calendar.

Please be assured that we will contact you should there be any concerns, wellbeing, motivation or ClassCharts to request your support in getting students back on track. This process is to enhance and complement any communication that would be needed with parents.

We would like to thank you for your support to establishing these personal mentor sessions and if you have any queries please contact us at enquiries@whs.lancs.sch.uk

Kind regards

Mr J Lewis

Head of School