



**Wellfield Academy**

Executive Headteacher Mrs L Gwinnett  
Head of School Mr J Lewis

15 July 2022

Dear Parents/Carers

### **REVIEW DAY – MONDAY 5 SEPTEMBER 2022**

I write as we approach the end of this academic year to go through some arrangements for the beginning of the next school year in September. Next week during tutor times, students will be preparing for their upcoming Review Day on the first day back in the autumn term, **Monday 5 September 2022**. Students will be reviewing their targets from our last Review Day in February and using their latest reports to begin to consider new targets ahead of their Review Day discussion with Personal Tutors in September.

Please check the details in this letter carefully and get in touch if you have any questions at all about the process.

#### **Years 8, 9 and 10 (Current Years 7, 8 and 9)**

- All students in Years 8, 9 and 10 should only be in school for the duration of **their individual review**.
- Individual appointment times will be sent out closer to the time, so please do look out for these.
- If your son/daughter is ill, please ensure absences are reported through ClassCharts, as usual. Failure to attend the appointment without reasonable explanation will result in an unauthorised absence being issued.
- Students are not required to wear their uniform if they are only coming in for their review.
- The review process will last approximately 30 minutes, including review preparation time and the one-to-one review with the personal tutor.

#### **Year 11 (Current Year 10)**

- Year 11 students will be in school until the end of period 4 (8:45am-1:25pm).
- Students should arrive in school by 8.45am and they should be in full school uniform.
- Year 11 students will complete their review appointments and will have a session on revision techniques, as well as undertaking an additional session with their Personal Tutor.

Students in all year groups should spend time during the day completing further reflection. They will be able to access these reflection tasks through ClassCharts on the day.

**Year 8, 9 and 10 students** will only need to be in school for the duration of their review. If this causes a problem for you, please contact the school office **no later than Thursday 1 September 2022** or the enquiries email address ([enquiries@wellfieldacademy.org](mailto:enquiries@wellfieldacademy.org) ) and arrangements will be made for your child to work in school for the whole day. Please note that there will be NO PROVISION to supervise students for only part of the day; students will either attend school for their review appointment only or will attend school for the whole day. Students for whom there is no prior arrangement should not come in until their appointment time and will return home afterwards to complete independent reflection.

**Year 11 students** will have access to a limited canteen service at break, but there will be no lunch sitting. If students who are normally in receipt of a free school meal would like to collect a sandwich before they leave at 1.25pm, they would need to order that from the canteen by break time on Monday 5 September.

**The full timetable will then resume for all students on Tuesday 6 September from 8.40am.**

I acknowledge that there is a lot of information contained within this letter, so if anything requires clarification, please contact me at school.

Yours faithfully

*H E Livesley*

Mrs H E Livesley

**Assistant Headteacher**