



WEST HILL SCHOOL

Aiming High Since 1927

Headteacher: **A Owens MA**

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1st June 2020

Dear Parent/Carer,

Following the change in government advice issued on Monday 25th May, we are amending the arrangements for year 10 face-to-face meetings detailed in our letter dated 22nd May 2020.

Over the course of the next few days your son will be re-issued with an appointment time for the week beginning 15th June.

We would also like to take this opportunity to inform you that we have made some changes to the pastoral structure. There are now seven form groups in year 10. We felt it was important to implement this change now, as Form Tutors will be able to dedicate more time with individual boys as each form group will be smaller. As such you may find that your son is meeting with a different member of staff than you anticipated.

To help your son understand the expectations and timescales over the next few weeks, please refer to the following:

Week beginning Monday 8 th June	Your son should be preparing for his assessments. Class teachers may set revision materials online, however there will be no new learning materials issued.
Week beginning Monday 15 th June	Your son should attend his scheduled face-to-face meeting and collect his assessment pack.
Week beginning Monday 22 nd June	Your son should complete all of his assessment materials during this week.
Week beginning Monday 29 th June	Your son should attend his second face-to-face meeting and return his completed assessments. Details of this second meeting will be confirmed at a later date.

The purpose of your son's face-to-face meeting has not changed. The meetings will take place in accordance to social distancing guidance. A full risk assessment has been completed to ensure the health and safety of all boys and staff.

Your son is expected to be in full school uniform and arrive no more than 5 minutes before his appointment time. He must enter and depart the school site via the front driveway, nearest the Hewitt Building.

Once on site your son will be directed by staff, it is essential that he follows staff instructions and signage at all times. Any pupil who does not adhere to staff instructions may be asked to leave the school site.

Appointments will be held in the Hewitt Building. On arrival your son must go straight to the Hewitt Building and wait outside for further instruction. His meeting will be no longer than 20 minutes. Afterwards, your son must leave the school site immediately.

Due to social distancing, we are unable to accommodate parents/carers on site on this occasion, should you need to drop your son at school please do so outside of the school grounds.

Thank you once again for your support and patience. We look forward to welcoming your son into school. Please refer to the Frequently Asked Questions below and check the school twitter account for further information and updates.

Yours sincerely,

Mr A Owens
Headteacher

Mrs A L Barton
Head of Year 10



Frequently Asked Questions

How will my son's appointment be issued?

Your son's appointment will be issued via the school booking system. This is the same system that is used for Parent Consultation Evening. In addition your son will receive an email with his appointment time.

What feedback will my son receive at his meeting?

Your son will receive subject specific feedback and will be issued with a copy for your information.

What is in the assessment pack?

The pack includes personalised assessment material for all subjects. We recognise that your son has not been in school for several weeks. It is important that your son approaches these assessments like he would had we been at school. The marks he receives will only be used to identify gaps in learning and inform planning for your son's future attainment.

Can I attend the meeting with my son?

Due to social distancing, we are unable to accommodate parents/carers on site on this occasion. If you have any concerns that you wish to raise please email admin@westhillschool.co.uk who will direct your email to the appropriate member of staff.

How can my son prepare for his meeting?

The meeting is designed to support your son. He may want to prepare using the guidance sheet attached to this email. Your son will also receive a copy by email.