



WEST HILL SCHOOL

Aiming High Since 1927

Headteacher: **A Owens MA**

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21st May 2020

Dear Parent/Carer,

We hope this letter finds you and your family well. We would like to take this opportunity to thank you for your continued support throughout the school closure.

As you will be aware the Government has issued guidance for school to consider arrangements to start bringing Year 10 students back into school for some face-to-face contact. In the next few days your son will be issued an appointment to come into school during the week commencing 8th June and will meet individually with a member of the Year 10 Pastoral Team.

The face-to-face meetings are designed as a mentoring session to support your son moving forward on his home learning journey. We know that there have been many challenges; this is an opportunity for us to help make sure his learning is on track and support him. In addition, your son will be issued with a personalised assessment pack.

At this time of year your son would normally be completing a series of mock assessments. Whilst we cannot replicate that experience, it is important that your son is given the chance to demonstrate the learning he has completed throughout Year 10.

During the two weeks following his meeting, there will be no online learning set. The expectation is that your son prepares for, and completes his assessment pack. At this stage our intention is that your son will be able to attend a second face-to-face meeting in which he can return the assessment pack for marking and collect summer transition material. Details of this will be confirmed at a later date.

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. 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. After his meeting 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.

We are sure you will have other questions, please refer to the Frequently Asked Questions below in the first instance.

Thank you once again for your support. We look forward to welcoming your son into school. Please refer to the school twitter account for further updates prior to his meeting.

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.