

10 June 2020

Dear Parents and Students

Appointment Invitation

Thank you to those of you who completed the Family Survey and the responses you gave. We have used this information, alongside guidelines issued to us, via the DfE, to formulate a plan to move us forward and help support our Year 12 students.

It is to their credit that the vast majority of students appear to be working independently and competently despite the difficult circumstances. However, we are confident that all students would benefit from face to face support of their teachers.

We would therefore like to offer the following.

- The opportunity to visit the school site and possibly get over 'the hurdle' of coming back in to school, see parts of the site, talk to someone on the Sixth Form team about any general concerns they may be facing. We would like to make this transition as easy as possible. We will refer to this as a 'well-being appointment'.
- Each subject has proposed an academic mentor. This mentor is an experienced teacher of the subjects your child is studying and in the vast majority of cases, one of your child's teachers. This appointment will allow the student to discuss their progress, accessing work remotely and barriers they are facing. Mentors will collaborate with all the staff that teach your child.
- We would like to invite students to make appointments with their academic mentors to provide 1:1 tuition on their subject. The length of the appointment will be 30 minutes to 1 hour, depending on the number of students in each class. This will allow us to adhere to the guidelines about the number of students in school at any one time and social distancing will be able to be managed effectively.
- Students will be asked to make at least 1 appointment per subject to allow them to meet with the teacher once before the Summer. Further appointments may be available, depending on class size. This will be at the discretion of the individual teacher.
- Appointments will be offered on a particular day, depending on the option block in which they are allocated. This will prevent any clashes for students and staff,

Block A	Block B	Block C	Block D	Block E
Wed	Tues	Mon	Fri	Thurs

*For example, if a student studies Biology in block A, Geography in block C and Maths in block E, they should make an appointment **with only 1 subject per week**. This could be **Thursday, 18th June: Maths, Wed 24th June: Biology, Mon 29th June: Geography.***

It would be the student's preference and priorities that should be taken into account, alongside staff availability, in terms of the order of the appointments.

When appointment times have been allocated, students will be asked to communicate via email, with the academic mentor as to what work or equipment may be needed at the appointment or any work they would wish to discuss with the mentor.

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Students undertaking EPQ will be contacted by Mrs Flintoft Howe directly to arrange a 1-1 appointment via Teams.

Students studying for the full time diploma in Childcare will be contacted by Mrs Brighthouse as different arrangements will apply to them.

Students should bring their ID cards to school as this will allow them access through the front gate. All students attending school appointments need to arrive at main reception, **not at the Sixth Form Common Room or via the Sixth Form Entrance**, not more than 10 minutes before their appointment and as punctual as possible. As they walk in the main reception, they should turn left and make their way up the main stairway and straight in to the Sixth Form study room where a member of staff will greet students and inform the teacher they have arrived. The teacher will then come and collect the student and show them some of the changes around the school site on the way to their room. Once the appointment is completed, students will be dropped back off at the Sixth Form study room where they can then be signed out and leave through the normal Sixth Form entrance.

We would like to encourage 'active travel' so students walk or cycle to and from school as much as possible. If this is not possible and public transport is required, any masks that have been worn need to be removed once they arrive at school, placed and remain in a bag whilst the student is on school premises.

We appreciate not all students are able to access the school premises or feel comfortable to do so. Therefore, support will be offered remotely to those in this position. So, the same appointments can be put in place for any student via Teams. To make the most of this appointment it would be advantageous for the student's camera to be enabled so as to improve interaction and to help the teacher to support the student more effectively – seeing a face and a smile can make all the difference! If your child has not given permission for this to happen, at this time, please feel free to contact our technical team at ictsupport@waleshigh.com and they will arrange this. All meetings will be recorded.

How to book an appointment:

The academic mentor for the subject will email each student in the class to make an appointment. They will inform students of the dates and time slots available. **In the first instance, students should please make sure that appointments are made on a one subject per week basis, so they are only travelling to school once a week.** Some heavily subscribed subjects may require greater flexibility. Your child should make it clear if the appointment is required in school or via Teams. The day before the appointment, your child's academic mentor will email them to confirm their attendance.

There may be staff who are working from home for a number of reasons and as a result, the appointment will then move to Teams and students will be informed via email.

If your child requires a wellbeing appointment, please email Miss Finney directly at lfy@waleshigh.com. She will contact your child and arrange a suitable time for the appointment. This appointment must either be directly after an academic appointment or stand alone on a different day.

Should you or your child have any further questions please contact either Mrs Hemming (ghe@waleshigh.com) or Miss Cooper (cco@waleshigh.com).

Yours faithfully



Mrs G Hemming
Deputy Headteacher