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Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH

09 June 2020

Dear Parent / Carer,

**Re: Year 10 Academic Mentor Meetings Update (0159-19REL)**

I would like to take this opportunity to thank you for your response regarding preferences for either a face-to-face mentor meeting or a virtual meeting via Microsoft Teams.

Lots of families have opted for a face-to-face meeting in school. Therefore, in order to minimise the number of people in the building at one time, face-to-face meetings will be limited to **one adult** and **one pupil**.

We understand that because of this, some of you may wish to switch to a virtual meeting, which would allow both parents / carers to attend. If this is the case, please let us know by emailing [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk) no later than **3.00pm on Wednesday 10<sup>th</sup> June 2020**.

As I am sure you will understand, a considerable amount of effort is being made to ensure the building is safe for you and your child to attend, as well as making sure the staff in the building are also safe. Whilst on site, please follow the safety measures we have put in place as well as any staff guidance given on the day.

We will contact you in the next week to confirm the date and time of your appointment. In the meantime, if there are any dates or times that are not suitable, please let us know via email or by contacting reception on 01325 380 815.

Thank you for your continued support during this difficult time.

Yours faithfully,



Miss R Eldrington  
Assistant Headteacher

