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Website: [www.longfield.swiftacademies.org.uk](http://www.longfield.swiftacademies.org.uk)  
Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH

15<sup>th</sup> June 2020

Dear Parent / Carer,

I hope this letter finds you and your families safe and well.

As you are aware, the government has announced that schools should begin to offer some face to face contact with current Year 10 Pupils from Monday 15<sup>th</sup> June 2020. Since we initially wrote to you, we have been busy in school carrying out the necessary procedures to ensure that we can offer face to face contact as safely as possible for all involved. This week we have completed risk assessments with our Health and Safety representatives in school. These risk assessments have been shared with our staff and mentors to ensure they are fully aware of the protocols to be followed whilst holding mentoring meetings with you and your child.

As a result of these protocols, **please be aware of the following:**

- Please ensure that **only the pupil** and a maximum of **one** parent / carer attend the meeting. Please **DO NOT** bring siblings to the school
- Please park at the front of the school building if you are arriving by car and use the main entrance to access the building through reception
- If you arrive early for your appointment, please remain in your car until your designated appointment time
- If you arrive on foot and are early, please remain outside of the main entrance and queue up, maintain social distancing. A member of staff will inform you when you are able to enter the building
- You may wear PPE at your own discretion – please do not wear gloves to the meeting
- On entrance to the building, a sanitising station will be available for you to cleanse / sanitise your hands
- All mentoring appointments will be held in the main hall
- In between each mentoring meeting, chairs will be replaced and the table will be sanitised for the safety of all stakeholders
- Each mentoring station will be equipped with cleansing products including hand sanitiser, wipes and a pedal bin for waste disposal
- Please note, there will be no toilet facilities available during your visit to school
- Once you have completed your mentoring meeting, please use the fire exit in the hall to leave the building

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Our goal for the Year 10 Academic Mentoring Meetings is to check on the wellbeing our Year 10 pupils, specifically how your child has been coping in the lockdown. We also wish to discuss the work that has been set for pupils across subjects and the work that has been completed to date. We also wish to look ahead to work that will be set and that requires completion in the forthcoming weeks and to support you as much as possible with this.

**If there is any work that your child has completed at home and has been unable to hand in on TEAMS or via e-mail, please ask them to bring this to the mentoring meeting to show us and talk us through it. This of course will be of importance for those pupils who have been working from paper work packs.**

Please find below the details for your child's Academic Mentoring Meeting:

Date:	XXXXXX
Time:	XXXXXX
Mentor:	XXXXXX
Location:	XXXXXX

Should you or a member of your family develop symptoms of Covid-19 before your appointment, your appointment will need to be cancelled. If you need to cancel your appointment for any reason, including Covid-19, please inform us as soon as possible by telephoning reception on (01325) 380815.

Thank you for your continued support. Should you have any further queries or concerns please do not hesitate to contact the school reception.

We look forward to welcoming you back into school albeit in difficult circumstances.

Your sincerely



Miss R Eldrington  
Assistant Headteacher