

6th Jan 2022

Dear Parent/Guardian,

On **Tuesday 18th January** we are hosting a Year 11 student review day. The day will involve every Year 11 student being accompanied by a maximum of 1 parent / guardian who will attend a meeting with a senior member of staff at John Spence. Having taken into account various factors we have chosen to keep this day as a **'face to face' event with parents / guardians coming into school**. We are nearing your child's GCSE examinations this Summer and we will be ensuring only a small number of people will come into school at a specific time on the day itself.

The purpose of the meeting is to discuss your child's progress at this crucial point in the year and provide specific advice and guidance to help your child achieve what they require to progress to their next stage of education or training. You will also be provided with a copy of your child's written report.

The review day will involve a meeting of approximately 10mins with an allocated senior member of staff in the schools main hall. Each senior member of staff has specific time slots available throughout the day ranging from 9am to 6pm. Year 11 students will be in school as normal on Tuesday 18th January and will simply join you in the main hall and then return to lessons (unless your meeting is after school.) To book your specific meeting time for the review day please follow this link <https://parents-booking.co.uk/johnspence> where you will be able to see which member of senior staff you will be meeting with and the different time slots available (both during and after the school day). Can we ask that you make your appointment by 10am on Thursday 13th January 2022.

In preparation for your meeting can we ask that before you come into John Spence you carry out a negative lateral flow covid test. A reminder that we are limiting the meeting to 1 parent / guardian who will be required to wear a face covering whilst in school unless they are medically exempt.

Finally, we hope you can see how passionate we are about making this event a success. Creating a secure environment where a member of staff, student and parent / guardian can come together 'face to face' is what we really feel is best for the students at this point in their education. We hope you can support us with this and we look forward to seeing you all in school on Tuesday 18th January.

Your Sincerely

James Redpath  
(Assistant Head teacher)