

14th September 2021

Dear Parent/Carer

Re: Meet the Tutor Evening and Information Screencasts

I am writing to provide further details regarding the arrangements for the forthcoming Year 7 'Meet the Tutor' evening on Thursday 23rd September and to share a link to our Year 7 parents' information screencasts.

The evening will be held 'in person' on the school site between 4.00pm and 6.30pm. The meetings will provide a valuable opportunity for Form Tutors and parents to discuss the year so far and address any questions or concerns which may have arisen.

Meetings will be held in the following venues: Main Hall: Tutor Groups 7S, 7P, 7R, 7N, 7G and TCC: 7F, 7E, 7L, 7D (please see the attached map showing each venue with entry/exit routes identified). Appointment times can be booked from Thursday 16th September onwards using our online parents evening system 'Schoolcloud'. A link to the booking system will be sent to you via email and/or a message through our Schoolgateway App. Please note that appointments will be made on a first come, first served basis.

Should you still require support in accessing or downloading the Schoolgateway App please visit: <https://schoolgateway.co.uk/help/>

In order to maintain the safety of parents, children and staff during the evening we would kindly ask that all visitors observe the following guidance:

- Please aim to arrive as close as possible to 5 minutes before your appointment time (staff will be on hand to direct you to each venue)
- Where possible, please park off-site and arrive on foot (a limited number of parking spaces will be available)
- Only one parent per child please to minimise the number of visitors on site
- All parents and students (over the age of 11) are asked to wear a suitable face covering and make use of available hand sanitiser on arrival
- All visitors have taken an LFD test and obtained a negative result within the 48 hours prior to appointment times
- Nobody should come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)



To further assist your son's/daughter's learning at home we have prepared two screencasts which focus on Literacy and Numeracy support. All parents and students are encouraged to watch these presentations at their earliest convenience. They can be accessed via our website using the link below:

<https://springfield.uk.net/index.php/school-life/supporting-numeracy-literacy-at-home>

Should you have questions about the 'Meet the Tutor' evening please contact Mrs Byerley (Head of Achievement, Year 7) or Mrs Holbrook (Pastoral Manager, Year 7).

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Wilburn', written in a cursive style.

Mr J Wilburn
Deputy Headteacher

Enc. Site Map

