

22 June 2020

Dear Parent or Carer

As you will be aware from our previous communications, we are committed to ensuring we provide the best possible support we can for your child during this period of school closure by keeping in touch with you and your child in various ways:

- Newsletters and regular communications.
- Information updates through social media.
- Access to online learning and individual student feedback through the online platform and Microsoft Teams.
- Specific guidance for students and parents on how to access the online learning tools, including Microsoft Teams.
- Regular 'keeping in touch' phone calls from your child's tutor or a member of the pastoral team.
- Access to an email for each individual subject as well as pastoral support (pastoral.support@driffieldschool.org.uk).

Whilst these methods of keeping in touch are very effective and well used by the majority of children, some parents and carers may feel that their child would benefit from additional support through an individual meeting with a member of staff in person in school, or through a virtual meeting or more in depth phone call if your child is 'shielding'. Government guidance has been updated, and it now permits a school to have a socially distanced meeting for students in year 7, 8 and 9 where they might benefit from this extra layer of support. Therefore, we are now in a position where we will be able to offer a limited number of appointments over the coming weeks.

Areas for discussion might include:

- How do I access Microsoft Teams on my phone, tablet or laptop?
Your child is welcome to bring their device in with them.
- How do I find the work teachers have set for me and how do I submit the work?
- How do I use the messaging section of Teams to ask my teacher for help?
- How will teachers give me feedback on the work I have completed?
- I am worried about my option choices and would like to discuss it further.
- I am worried about returning to school.
- I am worried about health or wellbeing.
- Any general concerns.

Meetings with students will take place in school with an individual member of staff (more information about when and where will be given when we confirm times for individual meetings). Students will have opportunity to wash their hands (on both arriving and leaving) and the meeting will be socially distanced. It is anticipated that students will be given a 20 minute appointment and they will need to make their own transport arrangements for these meetings. We would politely ask that parents wait in the car if they have had to bring their child in.

If you would like to request an individual meeting for your child, please complete the form using the link below by **Thursday 25 June** and an appointment will be made for your child:

https://docs.google.com/forms/d/e/1FAIpQLScNqYvHO1E6yoetWVZtn1kvU1CLzzL7I6yc2pJ3mqYjA8hhAA/viewform?usp=sf_link

Wishing you and your families the very best.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Ratheram', with a long horizontal flourish extending to the right.

Mr S Ratheram
Executive Principal