

Dear Parents and Carers

Firstly, I would like to thank you for completing the recent survey, the results of which we have used to create an effective plan for an increase in contact with our Year 10 students. I would like to take this opportunity to share these plans with you.

We have created a team of Key Workers to work with our Year 10 students. These staff members will take the lead on the remote learning provision and will also provide academic and pastoral support for your child. We have tried, where possible, to use as many members of the existing Year 10 tutor team as possible, however, your child might be assigned a Key Worker other than their tutor.

From Monday 8<sup>th</sup> June each Year 10 pupil will receive a 45-minute Academic Review with their Key Worker. This review will be a chance for us to have an open and honest conversation with your child about their engagement and progress with the remote learning curriculum completed so far. We will be asking them specific questions about the topics we have covered so we can assess where we need to adapt planning and offer support moving forward.

We can arrange to hold these meetings either via the telephone between Monday 8<sup>th</sup> June and Friday 19<sup>th</sup> June, or in school between Monday 15<sup>th</sup> June and Friday 19<sup>th</sup> June. To book an appointment please use our Parent Booking system as detailed below:

#### **How do I make appointments?**

To make appointments please follow the instructions below or consult the Help Sections within the software and on our website.

- Step 1. Using your internet browser, enter <https://poltair.parentseveningsystem.co.uk/>
- Step 2. Complete the details on the home page using Child's **preferred** name. Choose 'Log In'
- Step 3. Choose your preferred date and then booking method, Automatic or Manual. Please take note that some of the days the staff will be available only by telephone, and others only in school.
- Step 4. Follow the online instructions to book an appointment with the allocated member of staff. You will be able to add a short note regarding any issues or matters you would like to raise.
- Step 5. Once finished, the system will send confirmation of your chosen date/time if you included an e-mail address on the Login page.

#### **What happens if I have no internet access?**

Please contact us, either by telephone 01726 874520 or e-mail [secretary@poltair.cornwall.sch.uk](mailto:secretary@poltair.cornwall.sch.uk) with details of your availability e.g. Tuesday 2pm – 4pm, and we will arrange appointments on your behalf.

If you selected the telephone meeting, please be aware you will receive a phone call at the allotted time from the number 01726 932140. We will use the home number registered on our school system. At all times please ensure the phone call is carried out in a communal area in the family home. You would be more than welcome to join the telephone call, in which case we would recommend the use of a speaker phone.

If you selected a face to face meeting in school, we would request the following guidance is adhered to so we can meet social distancing and the public health guidance. Students will be expected to:

- Wear full school uniform
- Arrive at their booked time
- Enter through the reception and sign in with the member of staff
- Use the provided hand sanitiser
- Walk to the main hall, avoiding contact with any handrails or doors
- On entry to the hall take a seat at their Key Worker's desk
- Immediately following the review leave the school via the reception, signing out on their way
- Adhere to 2 metre social distancing at all times
- Follow Government travel guidelines

Due to social distancing and wanting to reduce the total number of people accessing the school site at any one time, we would therefore ask parents to not accompany their child into school. Should you need a further contact with us then please do not hesitate to contact us.

The next step, from Monday 22<sup>nd</sup> June, will involve students coming into school one day a week. This will include four teacher led sessions on Maths, English, Science and Humanities. More detail of these sessions will follow next week.

If you have any further questions then please email [jkellow@poltair.cornwall.sch.uk](mailto:jkellow@poltair.cornwall.sch.uk).

Yours faithfully



Justine Kellow  
Assistant Headteacher

