



Smithdon High School
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Ref: SRO/LT

8 June 2021

Dear parents

We are delighted to be able to invite each Year 6 student into school, accompanied by their parents for an informal discussion, face to face with a member of staff. Discussions will focus on finding out a little bit about each child, giving them some key pieces of information and answering any questions you may have. We will also take this opportunity to measure students so you are able to order their school uniform.

Appointments will be 30 minutes in length and take place on Tuesday 15 June, Wednesday 16 June, Thursday 17 June, Wednesday 23 June and Thursday 24 June between 4pm and 5.30pm. Appointments are to be made through our online Parents' Evening system (instructions for this are attached). If you are unable to attend any of these days, please contact the school and a member of the reception team will be happy to talk to you.

Please find attached a copy of our home school agreement, please read this carefully and sign and return it into the box in reception when you arrive for the meeting. A copy of the home school agreement for you to keep will be included in our welcome booklet, which you will receive at your meeting. If you are unable to attend a meeting please return the agreement by dropping it into the school office or emailing it to office@smithdonhigh.org.uk.

Government guidelines restrict our approach, so each student can only be accompanied by their parents and unfortunately no other siblings are able to attend. To limit the number of people on site at any one time we will ask everyone to adhere to strict timings. These restrictions also mean that we are unable to arrange for each child to meet their tutor, so these meetings will be scheduled with any one of our staff who may teach your child in Year 7.

Everyone coming onto the school site will be expected to observe strict social distancing at all times and will not be allowed anywhere other than the toilet facilities and the main hall, where the appointments will take place. To help keep everyone safe, a clearly signposted one-way system is in place; all surfaces will be regularly cleaned and visitors will be required to use hand sanitiser on entry to the school. Visitors should also wear a face covering unless exempt.

Please find attached guidance regarding our Covid-19 procedures, which I would be most grateful if you could read before attending the school.

We look forward to meeting with you soon.

Yours sincerely

Mrs S Robinson
Assistant Headteacher



Guidance regarding Covid-19 Procedures for Yr6 Face-to-Face meetings

It is essential that your child attends the meeting with you (Please note that no other adults or younger siblings can come onto the school site with you)

Please arrive on the site **no more than 5 minutes before your appointment**. You will be able to wait outside our school reception.

For your safety, a member of our Senior Leadership Team will meet you outside and another staff member will invite you into the building at your designated appointment time to sign in and inform you of the protective measures the school is taking to ensure everyone's safety. You must follow all safety guidance that is given.

- Please only enter the site at your allocated time - if you arrive more than 5 minutes early, please remain in your car until your appointment time.
- Social distancing is to be maintained at all times when on school grounds - please follow the one way system and follow the guidance displayed, as well as sitting where the chairs have been placed in preparation at the meeting tables.
- Please ensure you use hand sanitiser on arrival and departure from the school site - this will be available throughout the reception and hall area for your use.
- Once you have completed your visit we ask that you vacate the hall immediately, via the doors next to the canteen, and then leave the site entirely.
- You must remain in the designated area of the Hall. Please note that tables and chairs will be set up at appropriately distanced spaces to enable safe movement around the hall.
- You may choose to wear PPE should you wish but none will be provided for you, your child or our staff (though they may, personally, choose to do so), as current government advice does not require this for in-school, face-to-face engagement, provided the 1.5m distancing rule is followed at all times. However, we would ask you to wear a face covering while inside the school building, unless exempt.

IMPORTANT – You or your child must not come onto school premises if you or a member of your family shows signs of being unwell and/or you believe they have been exposed to coronavirus.