



Ms Sue Lovecy, Head of School

Dear parent or guardian,

**Year 7 Review Day**

During week commencing 19<sup>th</sup> October you are invited to your son or daughter’s review at St Martins School.

This is an important day which will provide the opportunity for you to check the progress of your child and how they have settled into secondary school.

Due to Covid-19, these appointments will be via ‘zoom’ or by telephone. To protect staff and students we are limiting the bringing in of external staff to cover lessons, therefore some of the tutors will be teaching for some of the time and will not be available for an appointment. We are also prioritising the teaching of GCSE lessons.

Available appointment slots:

**Mr James – Monday 19<sup>th</sup> October**

Morning (8.30am-11:30am)	
Afternoon (12pm-2:00pm)	
After school: (3:30pm-6:30pm)	

**Ms Pritchard – Tuesday 20<sup>th</sup> October**

Morning (8.30am-11:30am)	
Afternoon (12pm-2:00pm)	
After school: (3:30pm-6:30pm)	

**Mr Powell – Wednesday 21<sup>st</sup> October**

Morning (8.30am-12:15pm)	
After school: (3:30pm-6:30pm)	

**Ms Smith – Thursday 22<sup>nd</sup> October**

Afternoon (12pm-3:30pm)	
After school: (3:30pm-6:30pm)	

Please indicate the time slot you require in the appropriate table above and whether you prefer a **zoom or phone call** and either return the form to your child’s tutor or email your preference to school.

Name of Student : \_\_\_\_\_ Tutor: \_\_\_\_\_ **Zoom** or

**Phone**

Name of Parent: \_\_\_\_\_

Parent email/telephone number: \_\_\_\_\_



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Please return your preference by FRIDAY 16 October, we will then provide a specific time slot lasting approximately **ten minutes**. We will be asking your child to write the date and time of your appointment in their school planner. I hope that you are able to 'attend' and will find this useful.

This is a normal teaching day for year 7; students should therefore be in school. Again due to social distancing if your appointment is during the school day we are unable to include your child, they will need to remain in class.

Yours faithfully,

Mr James  
Head of Year 7