

CWO/KEL

28 January 2022



Dear Parent/Guardian

I hope this letter finds you well. We now enter the time when Post 16 providers will be contacting pupils to arrange a guidance meeting and I would be grateful if you could encourage your son/daughter to regularly check their emails to ensure that communications are not missed.

Some of the Post 16 centres offer guidance meetings during the school day. Where this is the case, pupils will be allowed to access their guidance meeting face to face or from home if offered virtually. This will allow parents to attend where required to support pupils. We trust that the minimum time out from the school day will be taken for these meetings and ask that pupils sign out and in as usual when leaving the school site and returning. It should not be necessary for pupils to take a whole day off to attend these meetings. Please can parents contact the school with the times when their child will be absent in order for us to update our school records and know when to expect pupils on site.

Pupils should be in full school uniform when leaving school for their meetings and on return to the school site.

Should there be any issues with pupils being able to access their virtual meetings from home please do contact us in advance and we will look to put in school support in place for pupils to attend virtual meetings.

For further information regarding the guidance meetings from the Post 16 providers please see the attached letter.

Thank you for your continued support and we wish you every success with the meetings.

Yours sincerely

C Wombwell

Mrs C Wombwell
Post 16 Transitions Lead

