



Smithdon High School  
Mr J Hirst  
Headteacher  
Downs Road, Hunstanton  
Norfolk PE36 5HY  
Telephone: 01485 534541  
e-mail: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)  
website: [www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

Ref: AGi/LT

24 June 2020

Dear Parents

Thank you for your ongoing support for both your child and the school during this period of school closure and remote learning from home.

Following successful meetings with Yr10 students and a parent in the last two weeks, leading to a programme of socially-distanced, small group lessons for Yr10 to begin from 29 June, and the most recent Government announcements, we are excited to be able to move to the next phase in our preparations for September.

We are inviting students into school for an academic meeting, face to face with a member of staff before the summer holidays. Discussions will focus on progress made in all subjects, challenges faced and potential solutions.

We would like to invite each Year 8 student, accompanied by one parent, to an appointment lasting 15 minutes, to take place during school hours on Tuesday 7 July and Wednesday 8 July.

Government guidelines restrict our approach, so each student must be accompanied by just one adult and no other siblings are able to attend with you. To limit the number of people on site at any one time we will ask everyone to adhere to strict timings

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.

We understand not all students will be able to attend an appointment based in school and we are offering these students, along with their parent/guardian the opportunity to have the same academic meeting by an online, remote meeting or by telephone, if preferred.

To help us in our planning, please complete the following survey by **10am, Tuesday 30 June**  
<https://forms.gle/idgn4aKG69badqtj8>

Once we have collated all this information, the school.cloud online booking system will be made available for you to book an appointment - a text alert will be sent to notify you of this as soon as it goes live.

For in-school meetings, when booking your appointment, please be aware the school.cloud website may identify all meetings as being online meetings - please do not worry, this is just an automated log in the system. We will know which parents wish to come into school. **If you are coming into school for a face-to-face meeting please ensure you have read the attached guidance regarding Covid-19 procedures before attending.**

If you have requested an online meeting, it will take place through the school.cloud parents' evening platform and on the day and time of the appointment, when you log into your account a link to join the online meeting with the member of staff will appear.

If you have requested a phone call meeting, when booking your appointment please add a note to the booking including the best telephone number to contact you on at that time.



If you have any questions regarding the meetings, please contact the school directly on 01485 534541.

If you are unable to access the online system, please email [data@smithdonhigh.org.uk](mailto:data@smithdonhigh.org.uk) with a number on which to contact you and someone will get back to you asap.

We look forward to meeting with you soon.

Yours sincerely

*A Gibbins*

**Mrs A Gibbins**  
**Head of School**

### **Guidance regarding Covid-19 Procedures for Yr8 Face-to-Face meetings**

Meetings are strictly for **one** parent/carer with their child and 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 (marked for social distancing).

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 and within the marked areas at all times. Please note that tables and chairs will be set up at appropriately distanced spaces to enable safe movement around the hall.
- No paper or materials will be handed over or physically shared with you during the meeting.
- 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 2m distancing rule is followed at all times.

**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.**