

MDW/cl

19th June 2020

Dear Parents/Carers

Year 8 Students - Meet the Tutor mornings

As you may be aware the government has produced new guidance for schools and as a result we are now able to offer some face to face support for students in other year groups. The original Meet the Tutor Evening would have been held on the evening of the 1st July. Students and parents would have had a short presentation in the Hall by the Headteacher followed by a meeting with the tutor. This would have been followed by the transfer day on Friday 3rd July. These events would have been supported by Middle School taster mornings and assemblies.

As you are aware we are currently running a weekly update to parents and resources have been added to the website. However we feel some face to face contact with the tutor and the school environment is essential before September. Many of the students will not have been in the buildings or met their Head of House.

Therefore we propose to run Meet the Tutor sessions between 9.00 and 11.00am on the following days depending on the House your son/daughter is in. If you would like your son/daughter to attend the Meet the Tutor sessions please complete the online Google Form via this link.

<https://forms.gle/8dio7FKgYTyMPach9>

House	Day
Lancaster	Monday 6th July
Stuart	Wednesday 8th July
Tudor	Friday 10th July
Wessex	Monday 13th July
York	Wednesday 15th July

Video

Please follow the video link below that shows how the morning will work.

<https://youtu.be/UgHTmHxoLvE>

Uniform

Students must be in their Middle School uniform.

Arrival

The day starts at 9.00am, students will need to be dropped off at the QE Leisure Centre car park between 8.45 and 9.00am. **Please do not use the front of school.** Drivers should follow signs carefully to ensure that students can be dropped off safely. If students are cycling to school there will be bike racks allocated for them to use. If they are walking please use the QE Leisure Centre path and entrance.

Entry

When students arrive they will need to make their way to the QE Leisure Centre tennis courts, they will be directed to this location by the Senior Leadership Team and Heads of House. They will be met by their Tutor who will have a sign indicating their Tutor group. The tennis court will be set up to enable social distancing. Sanitiser stations will be available. Students must maintain social distancing at all times.

Their Tutors will escort them to E Building and the designated room for the morning. This will be done one tutor group at a time. On entry into the classrooms students must use the hand sanitising resources available.

Tutor Sessions

During the time in the room the students will have the opportunity to go through some housekeeping and rules for the morning, including the location of toilets and social distancing rules.

There will be a virtual Assembly led by Mrs Boyes, the Senior Leadership Team and the Heads of House.

The Heads of House address will welcome students to QE and go through our expectations. There will be an opportunity to have a virtual tour of the school by the Head of House, followed by a Q&A session led by the Tutor. There will also be an opportunity for some Tutor group icebreaker activities and a quiz.

Students will remain in the room for the duration of the morning session.

Equipment

There is no need for students to bring a great deal with them when they attend school. We would advise a snack, water bottle and pencil case. Anything else required will be provided. Students should not borrow or lend resources during these sessions.

Toilets

If students need to use the facilities when in school they will need to ask the teacher in the normal way. No more than 2 students are permitted to use the facilities at the same time. There will be an allocated toilet for students to use, which will be cleaned regularly. Students should wash their hands thoroughly after using the facilities, and use the hand sanitiser on re-entering the classroom.

Leaving

The school day ends at 11.00am. Students will be dismissed from their room a group at a time by a member of the Senior Leadership Team, and directed back to the tennis courts for collection of students by parents by 11.00am. When collecting students in the car park we would ask that drivers should try to leave a one space gap between cars where possible.

I hope this letter provides you with all the necessary information. If I can be of any further assistance please do not hesitate to contact me.

Yours sincerely



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