

October 2020

Dear Parent or Carer

YEAR 7 - 'SETTLING-IN' EVENING
Tuesday 13th October - 4.00pm – 7.00pm

I am pleased to advise you that arrangements have been made to give parents and carers the opportunity to meet individually with their child's Form Tutor on Tuesday 13th October. The purpose of this meeting is for you to discuss how your child has settled in at Rooks Heath, and to raise any concerns which you may have.

Carefully considered precautionary measures and protocols have been put in place in response to the Covid-19 pandemic and we respectfully ask that these are observed to keep everyone safe. On arrival at school, you will be asked to sanitise your hands. We request face masks are worn at all times when inside the school and social distancing is maintained. Unfortunately, only one parent or carer will be allowed to the appointment accompanied with their Year 7 child who should attend in school uniform. Strictly no siblings will be permitted to attend. We will also not be able to offer any car parking on site.

Please assist us in our planning by completing a short form to indicate your preferred time band and we will try our best to accommodate this. Please click [here](#) to complete your reply slip by Thursday 8th October. We will confirm your appointment time via email at the end of the week.

The first appointments will be at 4.00pm and each appointment will be five minutes long.

We very much look forward to seeing you on Tuesday 13th and I would like to thank you for your continued support.

Yours faithfully



Mr D Williams
Head of Year 7