



Meadowhead School

Academy Trust

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KGR/SGI

5th June 2020

Dear Parents/Carers,

RE: Wider opening of school for Year 10 and Year 12 students

I hope this letter finds you and your family well.

You'll know by now that schools are planning to reopen from 15th June to Year 10 and 12 students. The guidance for secondary schools on wider opening was published over the half term break. We have used this guidance to draw up plans for face to face support for all Year 10 and 12 students. The Department for Education have instructed schools that only one quarter of the year groups are allowed in the school on any given day which prevents the school from providing full time provision. Full time provision will continue to be available for vulnerable students and the children of critical workers.

In summary, the plans for Year 10 and 12 are:

15th - 18th June: A one to one review meeting will take place with a teacher for each student. During this meeting risk assessments and detailed plans for the following week will be discussed. This will also provide students and parents the opportunity to share any concerns with the school. This meeting could last up to 30 minutes.

All students are required to attend the one to one meeting before they can access lessons the following week as health and safety measures need to be explained to minimise risk of infection and transmission. Whilst we prefer that our Year 10 students attend the meeting with one parent/carer, we understand this may not be possible due to work and child care commitments. Students are able to attend on their own in these circumstances.

Anyone with symptoms of COVID 19 or in self-isolation are not able to attend. Please contact the school if this applies to you.

Please be assured that Public Health social distancing and hygiene guidelines will be followed in setting up these meetings.

Starting week commencing 22nd June: Teaching for Year 10 and Year 12 commences.

If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if

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they should come back to school. Please refer to government guidance for further details of these groups. Please contact the school if this applies to you.

Next steps

From Monday 8th June the appointment booking system will be open for you to book your child's review meeting. Please give this your urgent attention so that we can start the process of your child's return to school.

Parents/Carers

Appointments can be made from **6pm** today, **Friday 5th June**, until **midnight on Wednesday 10th June**. Please do not try booking before the start date and time as the system will not allow you to do so.

To book appointments please visit <http://meadowhead.parentseveningsystem.co.uk>
(A short guide on how to add appointments is also attached.)

Login with your name, Student's First Name, Student's Surname, Student Date of Birth.

You only need to make 1 appointment with 1 teacher only (listed as 'Teachers 1-20') at a time to suit you between 9am and 2.30pm on one day between Monday 15th and Thursday 18th June. Please note that you cannot choose the teacher by name - it doesn't matter which teacher sees you on the day, as all staff will be briefed with the same information and will update your child's record following your appointment to allow their class teachers to view the information you provide.

If you are unable to make your appointment online please email the relevant year team email address: y10@meadowhead.sheffield.sch.uk or y12@meadowhead.sheffield.sch.uk

Alternatively, telephone the school reception between 8am and 3pm and they will try to assist you.

Access arrangements and location for the review meetings will be sent to all parents/students after the booking system has closed and all appointments have been made, by **Friday 12th June**.

Do not hesitate to contact myself or the Year Team should you require further information.

We look forward to welcoming you back in the near future.

Warm regards,



Mrs K Grewal-Joy
Headteacher

Parents' Evening System
 Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs
 First Name: Rachael
 Surname: Abbot
 Email: rabbot4@gmail.com
 Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben
 Surname: Abbot
 Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Login

Browse to <https://meadowhead.parentseveningsystem.co.uk/>

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*. Please do this to let us know so that we are aware and staff can arrange to contact you at another time if they need to.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
 Automatically book the best possible times based on your availability

Manual
 Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers
 If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown (SENCO)
 Mrs D Mumford (Mathematics)
 Mr J Sinclair (English)
 Mrs A Wheeler (Class 11A)

Andrew

Miss F Burton (Mathematics)
 Dr R McNamara (French)
 Mr J Sinclair (English)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest/latest you can attend.

Select the teachers you'd like to book appointments with. (You do NOT have to see every teacher – If a teacher has a specific issue they need to discuss they would have requested an appointment with you in advance). If your child has more than 1 teacher for a subject, ask them to check which teacher you need to book in with. A green tick indicates they are selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown (SENCO)	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Subject Evening
 4 appointments from 15:00 to 15:30
 Thursday, 16th April

This parents evening is to take place from 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr J Sinclair	Ben	History	H5
15:25	Miss F Burton	Andrew	Mathematics	M1
15:30	Miss F Burton	Andrew	Science	S1

Step 6: Finished

You're now on *My Bookings* page. All your bookings are below. You can print the sheet and will receive an email confirmation. To change your appointments, click on *Amend Booking*.