



4th December 2020

Dear Parent/Carer,

IMPORTANT – Academic Review Day, 11th December 2020.

I am writing to inform you that, we will be having an academic review day on **11th December 2020, from 9am to 3pm**. This means you will have to book an appointment with your child's tutor to speak to him/her regarding the academic and EHCP progress made so far by your child this term.

As a result of risk assessment to minimise the rate of infection of Covid-19 virus, we will not be having visitors in the school on that day and all appointments will be through virtual media communications; either via zoom or telephone calls.

The school will therefore be opened to staff only on that day. SEN transport will be informed for students that have taxis arranged.

If you have any queries, please do not hesitate to contact the school office.

Yours sincerely

Philip Tagoe

Kind regards,

Mr Philip Tagoe

Head of School.

