



PEMBROKE
A PRIORY ACADEMY

11 November 2020

Dear Parent/Carer

RE: Achieving Together: Year 7 Settling-in phone consultation

I am writing to inform you that due to the current COVID-19 national lockdown situation and following guidance offered to all schools, we are unable at present to invite all year 7 parents / carers into school to have a face-to-face meeting with your child's respective form tutor and discuss how they have settled in at Pembroke.

However, such a communication at this stage in the year is important for all concerned, so we are planning to replace this face-to-face meeting with a phone call from either myself as Head of Year, Mrs Chapman, as Deputy SENDCO, or, in the majority of cases, one of the four form tutors.

It is anticipated that the phone calls will last approximately 5 minutes, which represents the same time allocation for a traditional face-to-face consultation.

The phone calls will all take place from 12.30pm onwards on the days outlined below:

- Mr Brewer (HOY): Thursday 12th November
- Miss Hale (7.3): Monday 16th November
- Mr Dominy (7.2): Tuesday 17th November
- Miss Gonzalez Pozo (7.1): Wednesday 18th November
- Miss Gibbs (7.4): Thursday 19th November

Mrs Chapman will be making her phone calls during the school day at some point during this week.

To assist us with working out a phone call plan, please consider letting us know via your child's planner whether a call would be most convenient from:

- 12-30 – 3pm
- 3 – 6pm
- No preference

Finally, I would like to make you aware that these phone calls may come through as a 'caller withheld' or 'private' number, if such calls are being made from the member of staff's personal number.

I hope that this covers all of your questions; however, should you have any further questions, please don't hesitate to contact us at the school.

Kind regards

Mr C Brewer
Head of Lower School

Headteacher: Mr S Evans

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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