



Monday 22nd February 2021

Dear parent/carers,

Academic Review Day-Wednesday 24th March

I am writing to inform you that, owing to the current situation regarding Covid-19, we have made the decision to hold this Academic Review day remotely. This will ensure that we are able to minimise any risk of infection, while also giving parents the information they need about students' progress this academic year.

Arrangements will be as follows:

- No lessons will run on Wednesday 24th March.
- Students and parents will be given a 15 minute appointment with a member of teaching staff at the school who knows the student well. Parents/carers will be sent this appointment time the week before Academic Review day.
- The appointment will be an opportunity to discuss the student's report, which will be sent to parents/carers in advance of the appointment.
- Appointments will take place between 9am and 4pm on Wednesday 24th March. Please contact the office if you would like to request an alternative time and we will do our best to accommodate this - info@mulberryutc.org
- Appointments will be held over Microsoft Teams, unless families express a preference for a phone call. An invitation will be sent to students on Microsoft Teams which will appear in both their email inbox and calendar, students will need to join the meeting at the scheduled time, with their parents present so that teachers can speak to both students and their parents at the same time.
- Members of staff holding the calls will discuss the students' report and will be able to answer any questions which parents have about the school.

We believe that these arrangements are the best way to ensure that we minimise any risk, while also providing parents and carers with an update about the information they need about students' progress this academic year and the opportunity to ask any questions they might have.

Please do let me know if you have any questions about this.

Yours sincerely,

Ms Christofides
Assistant Principal