



November 2024

Dear Parents/ Carers/ Students,

**Re: Townley Mastery – Tuesday 5<sup>th</sup> November**

Thank you for signing up for the Townley Mastery sessions which commence on Tuesday November 5<sup>th</sup>. Please could we ask that you read the following information carefully as it applies to all sessions being delivered on the **weeks commencing 4<sup>th</sup> November and the 11<sup>th</sup> November only**.

- Staff will post on the Department Hubs to let students know which rooms each session will be held in. It is therefore imperative that students check these in advance.
- If a student has signed up for a session then we are expecting them to attend. Out of courtesy, if a student is no longer able to attend then they should let the staff member delivering the session know in advance please.
- Sessions commence at 3.40pm and finish at 5pm. It is important that students arrive on time so not to disrupt the prompt start of each session.
- Staff will take registers but since the sessions are not a compulsory part of the school day and in recognition of the significant number of students across year groups that will attend Mastery sessions each day, staff will not necessarily contact home if a student is absent. We therefore ask parents/ carers to discuss this with their child to ensure they were present and accessing the support available to them. If a student does not attend, it is possible that this will be discussed at parents evening as part of a wider discussion about support and progress.
- Where parents/ carers have indicated that they would like their child to be collected at 5pm, students will be asked to wait in reception with a member of the Senior Leadership Team who will sign them out. In this instance, parents/ carers will need to come to reception in person - students will not be allowed to meet those collecting them outside.
- If collecting, please could we ask that parents/ carers arrange for a prompt 5pm collection.

For all sessions taking place from 18<sup>th</sup> November until the end of term, further information will be shared in due course.

Yours sincerely,

Ms H Ronan  
Assistant Headteacher