



Church of England School
Executive Head and CEO: Mr A J Wilcock MA (Cantab)

11th February 2021

Dear Parent/Carer,

Post-16 Interviews

Each year, we meet with every student in Year 11 to discuss their Post-16 options, whether they plan to stay at Bishop Ramsey School or not.

Interviews would usually occur face-to-face however, in the situation we find ourselves in, they will be conducted via an online platform. The meetings will take place during the weeks beginning **Monday 22nd February and Monday 1st March.**

Your son/daughter will be assigned to a Microsoft TEAM titled '**Post-16 interviews with {teacher name}**'. Within this TEAM, students will find the schedule for the appointments, so will know their exact time to access the meeting. Can I please encourage you to ask your son/daughter to access this ASAP so that they are aware of their personal time slot. It is inevitable that there will be clashes with online lessons, can I please urge students to attend their Post-16 interviews as a priority as the appointment windows and the number of students involved make it challenging to catch up missed appointments.

Members of staff are conducting interviews over a number of days, the meeting will be scheduled for the day and your son/daughter should enter the 'lobby' just before their allocated time. Once their meeting has finished, they should leave and the next student will be 'let in'.

In the same way as lessons, the student camera will be off but the staff member will be visible (although in some cases, staff may turn their camera off). Parents are welcome to sit in on the meeting, however, the main conversation will be between the staff member and student. The conversation will **not** be recorded via TEAMS.

I hope that this meeting will be productive in helping guide students with their Post-16 options. If you have any questions, please do not hesitate to contact me, baitken@bishopramsey.school

Your faithfully

Mr B Aitken
Acting Head of Sixth Form (Academic)
Director of Learning and Achievement for Year 13

