



Friday 20 November 2020

Dear Parents, Carers and Guardians of students in Years 7 and 9,

I am writing with regards to next week and our provision for students in Years 7 & 9. Unfortunately, I am going to have to ask that **students in Years 7 and 9 work at home on Tuesday 24th, Wednesday 25th and Thursday 26th November**. All students in all years should attend school as normal on Monday 23rd and Friday 27th November, unless they are self-isolating.

Accessing school work

On those days when students are working at home, all work will be set via Teams. The work will be set during the time when those students would normally have their lesson. For example, if your child normally has history at 9:20 a.m. on a Wednesday, then they would have history work to complete during that time.

Your child can access instructions on how to use Teams via the link below:

https://www.novaeducationtrust.net/files/remote/NET_Logging-into-Teams_GUIDE.pdf

If you do not have access to an electronic device, please contact your child's Tutor or Head of Year.

During the last lockdown I was classed as key worker. Can my child still come to school?

Where it is at all possible, we would ask that all students in Years 7 and 9 work at home on Tuesday 24th, Wednesday 25th and Thursday 26th November. However, if there are reasons why you would rather your child came into school on one or more of these days, please contact school reception on Monday 23rd November. Our office staff will take the details of your request, and we will then confirm with you later in the day as to the arrangements for your child for the remainder of the week. Students working in school will access the same learning as those working at home.

What if my child is already self-isolating?

Students that are self-isolating must continue to follow the instructions of their isolation, and so may have to wait slightly longer before they return to school. Please contact our school reception if you are unsure.

When will the school be open again to all students?

We will be in contact with you before the end of next week to confirm the arrangements going forwards, but hope to return to normal for the final two weeks of term. This is an incredibly difficult position for all concerned, and I can only offer you my deepest thanks for your understanding and support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Watts', with a horizontal line underneath.

Mark Watts
Head of School