

Our Ref: 2020/070/And/Eac



20 March 2020

Woodland Road
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Dear Parent/Carer

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Year 7-10 Students

As the government's planned response to the Covid-19 threat to public health has evolved, over this week, we have continued to work hard to keep the Academy open and provide education for all our students. However, as you will be aware, the Secretary of State for Education has made the **decision to close all schools after Friday 20 March**.

In terms of on-going communication, we will use the following methods as the main means for setting work and contacting students:

- **EduLink One** – an information platform, available to both students and parents/carers, which can be accessed on any PC or mobile device, via the web browser or app.
- **Zoom** – a cloud-based solution for video and group messaging, which is compatible with both PC and mobile devices. This will be used for the sharing of recorded lessons, to students.

The Academy Website – on the main homepage there is a 'Learning Links' button, which can be found half way down the page. Here useful information on how to continue learning for different subjects, can be found.

Every weekday, work will be set for lessons, based upon a student's normal timetable. Students will be expected to complete the work, as directed by their teacher. The planned schedule for work completion, during a closure, would be as follows:

Time	Activity (follows a student's normal timetable)
8.00am – 8.45am	<ul style="list-style-type: none">• Breakfast/Get ready
8.45am – 9.10am	<ul style="list-style-type: none">• Logon to Edulink One/see what work my teacher has set• Message my teacher if I have any questions
9.10am – 10.10am	<ul style="list-style-type: none">• Complete the work set for period 1
10.10am – 10.30am	<ul style="list-style-type: none">• Break
10.30am – 12.30pm	<ul style="list-style-type: none">• Complete the work set for period 2• Complete the work set for period 3
12.30pm – 1.00pm	<ul style="list-style-type: none">• Lunch
1.00pm – 3.00pm	<ul style="list-style-type: none">• Complete the work set for period 4• Complete the work set for period 5
3.00pm – 3.15pm	<ul style="list-style-type: none">• All work completed
3.15pm – 10.00pm	<ul style="list-style-type: none">• Relax/Hobbies/Time with family/Dinner
10.00pm – 11.00pm	<ul style="list-style-type: none">• Lights out/Go to sleep
<i>Should the teacher be unavailable, generic work will be set by the Academy</i>	

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Please rest assured, the education of our students will remain paramount and we will make it our priority to enable them to continue learning remotely, with the minimum of disruption to their studies. As such, the routines created by following this timetable will ensure your child has a smooth transition back into the Academy, when the time comes, and limits any impact to their learning. **It is therefore crucial we receive your support in ensuring your child is following the above timetable at home and managing their learning remotely.**

Thank you for your support at this difficult time.

Yours sincerely

A handwritten signature in black ink, appearing to be 'A Deen', written in a cursive style.

Mr A Deen
Principal