



10th November 2020

Dear parents and carers

RE: Y9 learning on Thursday 12th and Friday 13th November

We have been experiencing some heating issues in school therefore, on **Thursday 12th and Friday 13th November** we are having work completed to resolve the problem. This will require the closure of several rooms in school. I will therefore be asking year 9 to stay at home on both of these days; they will need to access their learning remotely. Should there be a delay with the repair, parents and carers will be informed immediately.

Students should follow their timetable at home. Each lesson will begin on Microsoft Teams, this will enable a register to be taken and for further guidance to be given. We will be monitoring attendance to every lesson and will follow up any absence. Some lessons may be taught fully by Microsoft Teams, in some lessons work will be set from the remote learning folder. All students have received training on Microsoft Teams. Further guidance on how to access Microsoft Teams from home can be found in the Remote Learning 2020-2021 folder on Studentshare.

Your daughter must log in to Teams and allow a few minutes for their teacher to join them. As teachers move between rooms and need to log in, this may mean that staff take a few minutes to join the lesson if they are in school. Should a member of staff be absent from school because they are unwell, work must be accessed from the remote learning folder on Studentshare.

We have emphasised this afternoon to students that on **Thursday 12th and Friday 13th November**, students should be at home and should not leave home. We expect all year 9 students to be in school on **Monday 16th November**.

Thank you for your support.

Yours sincerely

Mrs N Raggett
Headteacher