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Dear parent/carer,

As you are no doubt aware, the national situation regarding Coronavirus is changing on a daily basis. We are currently being instructed to keep schools open and I am grateful to yourselves and the staff for your support in this as the school is still operating as normal. As per my letter on Friday, please remember to follow government advice as to whether you should self-isolate your child; this would be your decision and we will continue to respect this.

We are, however, making plans to be able to operate 'virtually' in the event of any possible temporary closure. In this case, we would have to depend heavily on online provision and communication with both yourselves and the pupils via email. We have a Remote Access system for the pupils where they can access work and communicate directly with their teachers and vice versa. There is a detailed step-by-step 'Remote Access Guide' in the 'STUDENTS' menu on the front page of the school website for anybody who needs this.

Please ask your child to spend a few moments this evening logging on to the Remote Access system and checking that they can access their emails, using the guide if required. I would suggest that you do this with them. They will find an email from Mr Price asking them to locate the 'SCHOOL CLOSURE' area online – this is where their work would be placed in the event of closure. It's important that they do this now so that they can ask us for help in school at this stage, if they need to.

Equally, we need to ensure that we have the correct email contacts for all our parents and carers. **If you received this letter via an email today then we have your up-to-date email address; if not, then please contact the school straight away (via admin email) with a valid email address.** After today, we are planning to send any future correspondence to you solely via email.

Thank you once again for your support and cooperation. The situation is still uncertain and school closure is not currently imminent however I hope you appreciate that we want to be as prepared as possible for any eventuality.

Thank you for your time.

Yours sincerely,

Dean Williams