



14<sup>th</sup> April 2020

Dear Parent/Carer

I hope you are all well, and finding ways to cope and manage with life's complications and current challenges. Using a well-rehearsed phrase, we are living in unprecedented times!

We are doing our very best to find sensible, supportive and positive ways to communicate to our students, their families and staff. From the feedback received to date, under current circumstances, this seems to be going well.

### Communication

In order to ensure that all relevant letters and information are available to you when you need them, we have set up a COVID 19 micro site <https://secure.suttonacademy.atrust.org.uk/covid19/> which is accessible through the academy website. This has separate areas for letters, teaching and learning, exams, safeguarding and wellbeing. It will be updated regularly with all information. We will also continue sharing information through social media.

### Home Learning

We hope that the work packs created for students prior to closure have proved useful. Staff have now spent time creating resources for students to complete after the Easter Break. To support this please see the information below and ensure this is shared:

- ✓ All student work will be set through the homework portal so it is essential students check this daily.
- ✓ Students will also be reminded of their academy email address through the student portal. (This will be important for returning work and for any communication)
- ✓ Student emails should also be checked daily.
- ✓ A suggested student timetable has been devised to give students a good mix of academic and other activities. Students should be reminded to follow their daily timetable wherever possible.
- ✓ We have some new online platforms that we would like students to access. Parent and student guides have been written and can be found on our new COVID 19 micro site on the academy website.

If help is needed with work after students have exhausted 'Own it' and completed independent research then they should email the academy office [academy.office@suttonacademy.atrust.org.uk](mailto:academy.office@suttonacademy.atrust.org.uk) from their school email account. They will need to state clearly what teacher and subject they need help with and the nature of the problem. Please note these will only be answered in academy hours and may take up to 24hours to be actioned. Please see the flowchart at the end of this letter for [more information](#)

- ✓ If you need IT support please contact [it.support@suttonacademy.attrust.org.uk](mailto:it.support@suttonacademy.attrust.org.uk) please be aware it may take up to 24 hours to receive a reply
- ✓ If students are not engaging with either online working or returning work, parents may receive a phone call from their LOLA or SLT
- ✓ We are hoping to run virtual exams in June for Year 10 and Year 12 if we do not return to school.

For further clarification, there is no expected method for completing work, or for submitting it. Students should follow instructions on the portal and try, with your help when available, to complete it to their best of their ability. This may be on a PC, with pen and paper or practically. In some cases, students will be asked to send their work to staff. Spending hours at a computer is not good for our children, therefore please encourage them to have regular breaks, fresh air and variety in their day.

#### **GCSE and A Level Update** – awarding grades to students

On Friday Ofqual, the examination regulator, has confirmed how GCSE and A Level grades for students will be awarded this academic year.

A general guidance letter to students from Ofqual has been shared on social media and the academy website. Due to the importance of this letter you will also receive a copy through the post. We will continue to keep you updated whenever we receive additional information.

#### **Free School Meals** - National Voucher Scheme

Parents of children eligible for free school meals will have received an email with a link to an e-voucher. This email was sent to the parental contact and in absence of this the student's school email. Please contact school at [academy.office@suttonacademy.attrust.org.uk](mailto:academy.office@suttonacademy.attrust.org.uk) if you are eligible and have not received your vouchers. The government have announced that they will now pay for the Easter holiday FSM vouchers. Once you have received your voucher, you will be able to redeem them in-store at ASDA by either:

- presenting the voucher on a smartphone or tablet
- presenting a paper copy of the voucher.

Please remember to be aware of scam emails. Any updates on FSM we will report on the website.

#### **Safeguarding and Wellbeing**

A separate communication has gone out about this but as a reminder - **Parents with safeguarding and welfare issues - We have launched an emergency telephone number (07435 466780)** during academy hours only for supporting parents with safeguarding and welfare issues. This number is manned between 9am and 3pm each weekday by a safeguarding trained member of staff.

Let us know if there have been any issues that we need to be aware of as soon as possible so we can respond promptly and appropriately when school reopens.

To close, I would like to sincerely thank you for all that you are doing in support of the academy's mission to continue to educate and support our children, even in these difficult times. We understand that all of the systems and processes that are being used are not perfect or ideal. However, our

collective work in partnership with parents/carers and the community to safeguard our children, support their learning and mental health, whilst dealing with the trauma of Covid-19 is truly amazing.

I would also like to take this opportunity to again thank our staff. They continue to act with great professionalism, care and diligence in carrying on with academy duties whilst managing the impact of Covid19 and disruption to normal life. They are a team of courageous colleagues and a credit to the profession and to the community which we serve.

Yours faithfully



David Mackey  
Principal



