

Monday 30<sup>th</sup> March 2020

Dear Parent/Carer,

I hope you are all well and taking care of yourselves during this turbulent time.

### **Working from home**

Teams is now up and running for all students.

Our staff have been working very hard to set up the online learning platform 'Teams' to set work for all of the students that they teach. Attached to this letter is further guidance on how to access student email, the school website and Microsoft 'Teams'.

If you have absolutely no access to internet at home whether it be wifi or 4G, work is available to collect from the main school reception Monday-Friday 10am-11am. We would urge you to use the internet to access work wherever possible to reduce visits to school.

### **Free School Meals**

As previously, please complete the survey via the website for Free School Meals. You need to complete the survey each week to indicate that you wish to receive either vouchers or a food hamper. The deadline for this is Friday 3<sup>rd</sup> April 12pm for provisions for the week commencing Monday 20<sup>th</sup> April 2020. There will be no provisions for Free School meals over the Easter holidays. If the form is not submitted on time, we will not be able to issue hampers/vouchers. Please complete one survey per child. The food hampers will then be available for collection between 12-1pm on Monday 20<sup>th</sup> April 2020. The food vouchers will be posted to the address given on the survey on Monday 20<sup>th</sup> April 2020. Please include your child's **full name** and **full address**.

### **Key worker children and the Easter holidays**

We are due to break up from school on Friday 3<sup>rd</sup> April for the Easter holidays. The children have been through a very strange time lately, so it is important that you give them a break from school work where possible. Staff will not be contactable during the Easter holiday period, so please expect a delay in reply if you contact a member of staff during this time. School will resume as normal for children of Key Worker parents on Monday 20<sup>th</sup> April 2020. To indicate that you wish to secure a place for your child in the week commencing Monday 20<sup>th</sup> April 2020, please complete the Education provision survey on the school website by Friday 3<sup>rd</sup> April 2020 at 12pm.

School will be closed to all children over the Easter holiday. We are on skeleton staffing at present and will therefore, be unable to provide provisions for Easter holiday care at NUSA. However, we are making plans to amalgamate our provisions with two city Secondary Schools and will be able to provide childcare for any children of Key Workers during this time. In order to express your interest in the amalgamated provision, please complete the survey contained in the following link by Wednesday 1<sup>st</sup> April 2020 at 12pm -

<https://forms.office.com/Pages/ResponsePage.aspx?id=LuLr9FO180SIVj4NhJCOuJ3l5BxLxw5A;CKkTPyHePBUREVGTDJZUTJONFICQ0VUWDFaMIk0RUpETi4u>

Thank you once again for your ongoing support and compassion.

Take care,

A handwritten signature in cursive script, appearing to read 'E. Howard'.

Emma Howard  
Head of School