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Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH  
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

12<sup>th</sup> January 2022

Dear Parent / Carer,

**Re: Urgent Covid-19 Update – Year 9 Remote Education (0060-21NLI)**

## KEY INFORMATION

- **Year 9 will work from home Thursday 13<sup>th</sup> January and Friday 14<sup>th</sup> January**  
***Year 9 will return to school on Monday 17<sup>th</sup> January***

In these difficult times, we are trying our utmost to protect the integrity of the curriculum and welfare offer for our pupils. Due to increased staff absence due to Covid-19, and in order to keep the school open, we must implement a blended learning approach of school and remote education for pupils in Year 9; effective from Thursday 13<sup>th</sup> January and Friday 14<sup>th</sup> January 2022.

- **Year 9 will work from home Thursday 13<sup>th</sup> January and Friday 14<sup>th</sup> January 2022 and return to school on Monday 17<sup>th</sup> January 2022.**

## Remote Education

When pupils are not in the building, they are expected to follow their school timetable. Work will be provided for pupils via Teams. Please follow the below instructions to access their learning.

A further guide of how to use Teams can be found on the website:

[https://longfield.swiftacademies.org.uk/wp-content/uploads/sites/5/2020/07/LFA\\_Microsoft-Teams-Guide-2020-V1.pdf](https://longfield.swiftacademies.org.uk/wp-content/uploads/sites/5/2020/07/LFA_Microsoft-Teams-Guide-2020-V1.pdf)

- Pupils will log onto Teams via the pupil portal on the school website. They must login using their school email address (found in their planners) and their usual login password. If they are unsure of this, please contact Main Reception on T:01325 380815
- Teams can be accessed on smart phones, tablets, laptops or PCs
- Pupils should select their timetabled lesson
- Their teacher will provide work which they should submit
- If pupils have completed handwritten work, this must be given to the class teacher on their return
- If pupils complete work set on Teams, they should complete 'Above and Beyond' activities which can be found in the Pupil Knowledge Planner



The welfare team are available to support with any Year 9 issues and as ever, in any year group, please do not hesitate to contact us. We may be in contact with yourselves also.

Please note, Year 7 pupils are expected to return to school on Thursday 13<sup>th</sup> January 2022, following their two-day blended learning.

We sincerely apologise for the short notice of this letter and thank you for all of your support during these unprecedented times.

Yours faithfully,

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

Mr N Lindsay  
Head of School