



Dear Parent/Carer

I hope that you are well. I would like to take this opportunity to thank you for your ongoing support in ensuring that school work is being regularly completed by your child. Staff are tracking the completion of tasks and have been very proud of the efforts of our students so far.

We are currently adapting to a very different way of working, however, the roles of a school have not changed. We continue to be responsible for setting and assessing school work, and we are also required to continue to monitor the welfare of all of our students. As such, two "virtual" registers will be completed for every child each week on Mondays and Thursdays. Your child's tutor will send them an email to which we are requesting they **reply by 12 pm**. This will begin after the Easter holidays (Monday 20th April 2020) every Monday and Thursday and will continue every week. Registers will be monitored each week closely and we will contact the homes of the students who have failed to make contact with us in this way. If we fail to contact you, then we will pass on your details in order that welfare checks can be carried out by other agencies. This is a very quick and simple system and with your support, will easily allow us to check on every student. School work will continue to be emailed in the same way.

Thank you in anticipation of your support with this.

Yours faithfully,

Mrs Y Weston

Head of School

