

Monday 1st November 2020

Dear Parent / Carer

Following the Government announcement on Saturday 31st October, I wanted to email you with a reminder of how we are working hard to keep all students and staff safe at this difficult time.

The Academy remains open and we would expect all students to attend unless there is a valid medical reason for absence (this includes self-isolating). We of course understand that some members of our student community may have to self-isolate and our expectations around learning from home are outlined below.

Mentor Time

To support our learners with their well-being and mental health, we have re-introduced Mentor Time to the start of the school day. This will allow Mentors and Excellence Leaders to support our students with any personal issues, uniform and general Academy expectations. Please note – there are no changes to the timings of the Academy day or entrance / exit points.

Group changes

We have made some slight changes to groups in year 8 and 9 to ensure our curriculum supports and challenges all of our students. Please contact the year group Excellence Leader (email addresses below) if you wish to discuss this further.

Wearing of masks

We expect our students to bring their own masks to the Academy without fail. The wearing of masks is compulsory in corridors and other indoor open spaces. We would ask for your support with this please.

Positive Covid-19 cases

We have worked incredibly hard to ensure our Health and Safety procedures continue to be effective and thankfully we have had minimal disruption as a result of positive Covid-19 cases. Please be assured that we will continue to respond to any positive cases in-line with Public Health England and Department of Education advice. Please ensure that you contact the Academy immediately if you have any information, concerns or questions regarding Covid-19 (including if your son / daughter has to self-isolate).

Learning from home when self-isolating

To support any student who is self-isolating, our teachers will deliver their lesson via Teams – a free Microsoft package that can be downloaded onto any phone, tablet or computer that allows students to listen in to lessons. **We have included a guide as to how your son or daughter can access their lessons using Teams with this letter.** We expect all students who are self-isolating and are well enough, to attend all of their lessons on Teams.

Teachers will invite any student whom we have been informed is self-isolating, to the lesson via Teams. This invite will appear in the Calendar section of Teams and will also be sent via email to the student's Academy email address (Microsoft Outlook).

We would therefore expect that you download Microsoft Teams and Outlook onto a phone, tablet and computer as this will help us to email your son / daughter and they can also email their teachers to ask for help.

To log onto both Teams and Outlook, your son / daughter will need their email address provided to them on their 1st day in school. As a reminder their email address will be in this format using the year they started at the Academy, their first initial and surname:

20a.student@smithswood.fmat.co.uk

We would also ask that you use the following excellent resources for additional work outside of lessons or if you are unable to connect to Teams:

- www.thenational.academy. This is an excellent website that provides lessons and resources for students in all year groups and is very easy to navigate;
- www.mymaths.co.uk. All of our Key Stage 3 students have their log in details for this excellent website that is bespoke to the curriculum they are studying;
- www.drfrostmaths.com. All of our Key Stage 4 students have their log in details to this GCSE mathematics website that will support them with the lessons they may be missing;
- www.gcsepod.com. All of our Key Stage 4 students have their log-in details to this excellent resource that provides lessons and a huge amount of resources for every GCSE lesson.

Teachers will ask for work completed at home so it can be added to exercise books and we would ask that you support us by collating this work and ensuring it is in school bags!

If you require any help or support with the above please contact the most appropriate member of staff on the email addresses below:

- Ms J. Butcher (Excellence Leader – Y7): j.butcher@smithswood.fmat.co.uk;
- Mr M. Collins (Excellence Leader – Y8): m.collins@smithswood.fmat.co.uk;
- Mr O. O'Connor (Excellence Leader – Y9): o.oconnor@smithswood.fmat.co.uk;
- Mr C. Barber (Excellence Leader – Y10): c.barber@smithswood.fmat.co.uk;
- Mr W. Rose (Excellence Leader – Y11): w.rose@smithswood.fmat.co.uk
- Mr S. Lynch (SENCO): s.lynch@smithswood.fmat.co.uk
- Mr R. Cornell (Deputy Head of Academy): r.cornell@smithswood.fmat.co.uk

Yours sincerely,



Mrs K Craig
Head of Academy