

Dear Parent/Carer,

As the term progresses and the weather is changing, it is timely to remind parents/carers of our adverse weather plans. We will prioritise the health and safety of all students and staff when making the decision with our site team and travel guidance.

In the event of a partial or whole school closure, parents/carers will be notified via MCAS, the school website and our Twitter account as soon as the decision has been made. We will also notify the Local Authority who advertise school closures on their website and social media accounts. Please make sure that you have notifications switched on your MCAS app to avoid a delay in receiving information. If you need support with the MCAS app email [mcas@smithswood.fmat.co.uk](mailto:mcas@smithswood.fmat.co.uk)

In the event of closure, we will aim to prioritise Year 10 and 11 to minimise disruption to learning. As you will be aware, we use Office365 alongside TEAMS in school. All students have an account which is free to access via phone, tablet or laptop. KS4 lessons will be delivered live using Teams and Y7-9 will have subject specific work set via GCSE pod as per your child's timetable. Attendance to lessons will be expected and work to be fully completed as if they were in the academy.

It will be critical that Year 10 and Year 11 students continue to attend lessons as we will be delivering live course content as if we were in school and we would not want them to miss out on key learning, especially during these important examination years. Email, using outlook, is also another way our staff will be available to support all students with their learning from home. If your child needs support to access their school outlook account, then please send us an MCAS message via the app or email their Achievement leader so in the need to begin remote learning they are ready.

These are the icon apps for TEAMS, OneDrive and Outlook email:



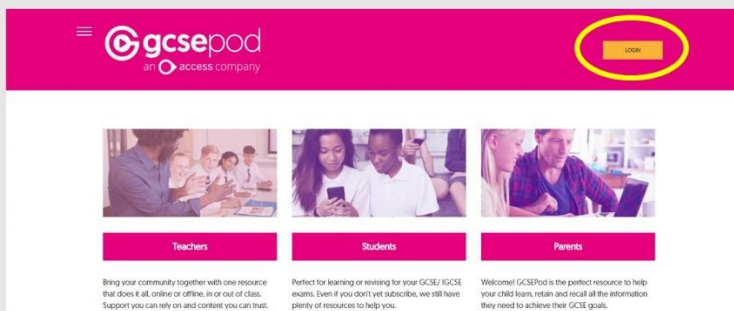
Achievement Leader email addresses are below if you have any questions during remote learning:

[e.douglas@smithswood.fmat.co.uk](mailto:e.douglas@smithswood.fmat.co.uk) (Year 11)  
[w.rose@smithswood.fmat.co.uk](mailto:w.rose@smithswood.fmat.co.uk) (Year 10)  
[r.holmes@smithswood.fmat.co.uk](mailto:r.holmes@smithswood.fmat.co.uk) (Year 9)  
[c.barber@smithswood.fmat.co.uk](mailto:c.barber@smithswood.fmat.co.uk) (Year 8)  
[k.patterson@smithswood.fmat.co.uk](mailto:k.patterson@smithswood.fmat.co.uk) (Year 7)

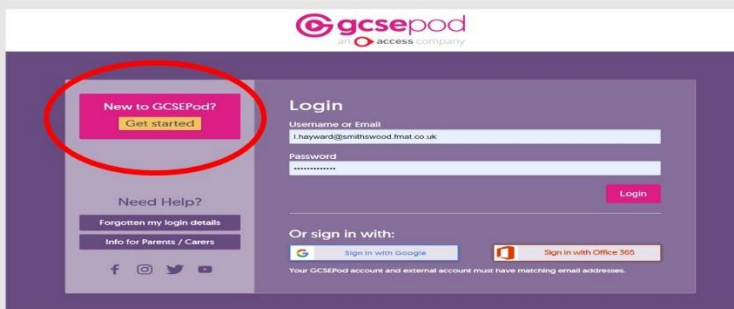
Here is a reminder of how to log into GCSE Pod:

All students at Smith's Wood Academy are able to log in to GCSE Pod and use all functions of the website. This can be accessed on a phone, tablet, or laptop/computer. Please follow the instructions below on how to sign up for GCSE Pod. If there are any problems with logging in, then please email Mrs Hayward on [l.hayward@smithswood.fmat.co.uk](mailto:l.hayward@smithswood.fmat.co.uk)

Type in [www.gcsepod.com](http://www.gcsepod.com) and click on log in



Click on New to GCSE Pod



Click on Student



### Fill in Details

**gcsepod**  
an ACCESS company

I am a:  
 Student  Teacher

First name:   
Last name:   
Date Of Birth: 1 January 2009  
School:

Back to login

Don't forget the apostrophe → Smith's Wood Academy

### Set user details then press save

**Set user details**

**Username (required)**  
Choose a username

TIP - Don't just write your name as your username. Think of a username that is unique to you and that you can easily remember.

**Password (required)**  
Choose a password

**Confirm Password (required)**  
Retype your password

**Password Hint (required)**  
A password hint, in case you forget

**Password Reset Email (optional)**  
We can send password reset instructions here

What's This?

Yours sincerely,



Mr S. Huntington  
Principal