



24<sup>th</sup> January 2022

Dear Parents and Carers,

With recent changes to Government guidance, I am writing to remind you of our procedures to ensure Teaching and Learning is as uninterrupted as possible during this period.

As always, we work hard to ensure school remains open. Staff will continue to place work on Teams for students who are absent. If a member of staff is absent, they will provide work for students to complete in school. Moving forward, we will continue with this plan.

In the event that students are asked to work from home, where possible, this will include a 'live' section (via Teams) and work for them to complete independently. This is dependent on whether the member of staff is well enough to do this, if not, work will be placed on Teams. Asking students to work from home will always be a last resort for us and this decision will only be made if there is no other alternative.

I hope this helps to explain our procedures - we are currently revising our Teaching and Learning policy, which will be available to you once complete.

Thank you for your continued support.

**Mr Shaun Willis**  
**Deputy Headteacher**