



15 January 2021

Dear Parents & Carers,

Remote Learning Resources - Collection Point

For reasons which I hope are clear to everyone, and in support of the effort to reduce the infection risk at School, we have had to move to a new way of working across various parts of the site. To that end, please be aware that the School's Front Reception is **closed** for general enquiries. If you have a matter that needs to be dealt with, please use the email contact details, on the website, to reach the relevant member of staff.

This arrangement will enable us to repurpose our Front Reception as a convenient 'Remote Learning Resources Collection Point' for the remainder of the remote learning period. The intention is to provide a means by which teachers can leave **urgently** required educational resources for parents and carers to collect. This is intended to make remote learning as effective, and successful as it can possibly be for your son/daughter and to remove any resourcing obstacles to this.

The Collection Point will be available for the first time, this week, on Wednesday and Friday morning **from 10am-12 noon**, subject to any government announcements regarding the reasonable circumstances in which people are allowed to leave their homes. From Monday 18 January, the Collection Point will be available to parents, **every** morning, from 10am until 12 noon for the collection of items such as laptops, textbooks, exercise books and other **urgently** needed learning resources.

So that colleagues running the Collection Point can respond professionally and confidently to the requests they are met with from parents, please make sure that the item/s you are coming to collect have been requested from the relevant teacher/s or Academic Head of Year **in advance**. *[Please note, it is **not** intended for this facility to be used for the handing in, or collection, of routine work which should continue to be organised electronically between your child and their teachers.]*

We shall, of course keep the facility under review but we are certain that it will work best if your child requests urgently needed learning resources from their teacher, **in the first instance**. Your son/daughter's teacher will arrange for the items to be left, labelled with the relevant name, at the Collection Point.

Yours faithfully,

Mr D Ayling
Headteacher