

10<sup>th</sup> March 2020

Dear Parent / Carer,

As you are aware, there have been many concerns raised due to the ongoing Coronavirus outbreak. We are continuing to follow the advice of Public Health England to ensure that the safety of your daughter is paramount.

Should the need arise to close the school for any length of time, we have put strategies in place to ensure that there is no loss of learning for your daughter. We will be using Microsoft Teams, our Virtual Learning Platform, accessible through the VLE tab on our website. Your daughter can enter the VLE using her school email address and her password.

Your daughter will be expected to log in and join the meeting for Registration at 8.35am every morning at the start of our normal school day. There, she will have her daily prayer, go through any notices with her tutor and be given a chance to discuss any concerns she may have.

From 8.35am to 3.10pm, your daughter will be expected to join the relevant meeting for her timetabled lessons with her subject teachers. Registers will be taken and absence from any part of the day treated as an unauthorised absence. In the event of absence through illness, please contact student services via email.

During the lesson, the teacher will be able to communicate with the students and then set work to be completed. Your daughter will be expected to engage fully with the lessons.

Please ensure that your daughter has her microphone and camera OFF during lessons.

Your daughter has received training in school on how to access her lessons through MS Teams and join her lessons.

If you wish to discuss this further or have any other enquiries, please do not hesitate to contact me on [owen.nichols@uhs.w.com](mailto:owen.nichols@uhs.w.com)

Yours sincerely

*Owen Nichols*

Owen Nichols (Assistant Head Teacher)