

Ref: MC/KS4

March 2020

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Dear Parent / Carer

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NG20 8QF

The current government guidance in relation to the Coronavirus pandemic is that schools are to remain open as normal.

However, you will be aware that the situation is changing daily. As staff need to self-isolate due to belonging to one of the vulnerable groups or due to developing symptoms it may be that we will need to close for some year groups or close totally at some point. If we need to close to some year groups and/or need to close during the day due to staff absence we will implement the same procedure as we use for sudden closure for example due to snow.

If we need to close to some year groups due to staff shortages we will do so in the following order:

Wave 1: Y8 and Y9 will be asked to go home or stay at home.

Wave 2: Y8, Y9 and Y10 will be asked to go home or stay at home.

Wave 3: Y7, Y8, Y9 and Y10 will be asked to go home or stay at home

Wave 4: Total closure.

Currently after school clubs are continuing as normal but any fixtures or events have been cancelled and all visitors to school have been cancelled unless absolutely necessary, for example for a readmission meeting.

We have made contingency plans for students to be provided with school work which will come into effect in the event of a partial or total closure.

Please check our web site [www.shirebrookacademy.org](http://www.shirebrookacademy.org) and twitter account @shireacademy for updates. Details of how students can access work are provided below:

Work set for KS4 students can be accessed at <https://www.shirebrookacademy.org/workforclosure>. Students may have been provided with printed packs, guidance or online tasks but clear expectations should be listed here by year and subject. For students who do not have access to Microsoft office or a place to save electronic work, all students have a google account with access to google docs and drive by clicking log in (top right green button) on the school website. Students may also be set tasks using our learning platforms - <https://www.samlearning.com> or <https://www.gcsepod.com>. Username and password details for these are provided below.

**Name:** «First\_Name» «Surname»

**Reg Group:** «Reg\_Group»

**SAM Learning Username:** «User\_ID»

**SAM Learning Password:** «User\_ID»

**School/Google Username:** «username»

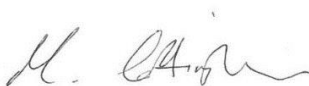
**School/Google Password:** «Password» (unless changed)

**School Email:** [username@shirebrookacademy.org](mailto:username@shirebrookacademy.org)

**Password:** usual computer login password

**GCSE Pod** guidance on setting up and accessing accounts can be found in the attached letter.

Yours sincerely



Mark Cottingham, Principal

