**Dear Parents,**

**I am writing to provide you with an update in regard to our plans for the continuation of education should we have to close due to Coronavirus.**

**As noted in an earlier email by Mrs. Del-Federico, we have been exploring different options and liaising with our family of schools across the globe. In the event of a closure we will action the following measures to ensure continuation of provision/education:**

**Continuation of provision measures:**

1. **Teaching staff will be in school working a normal school day during the closure period.**
2. **We will maintain the normal timetable with regards to lesson times. Please ask your child for their timetable so that you are aware of what they should be studying and at what time. ALL students have their timetable in their planners.**
3. **Each morning, tutors will connect with tutees via Google Hangouts Meet to register pupils for the day.**
4. **All students will be required to register their presence and engagement for their timetabled lessons at the start of each lesson. Students should register to indicate that they are engaging with the materials provided. This will be checked by teachers.**
5. **The school will contact all parents whose children are not signing up for Hangouts Meet regularly, as this is a vital aspect of the teaching and learning process.**
6. **During scheduled lesson times, teachers will be available online to provide guidance and feedback unless they notify students in advance.**
7. **The three main platforms that we will use include Google Classroom, Google Sites and Google Hangouts Meet. These will require internet access, a school Google account and login; these platforms they work best using Google Chrome. All students have their Google account login details. Students MUST use their school account when engaging with online learning.**
8. **Using online learning platforms presents a variety of challenges beyond those that are technical. Please ensure that you and your child familiarise yourself with the** [**BSY Online Learning Etiquette Guide.**](https://u8856873.ct.sendgrid.net/ls/click?upn=PkEG-2F54j3cbYl4zzk-2BduOiO76G0VNrmQOp1vY-2FGAG0-2FLeP4XSl0UawuCymTX-2FO-2FUVeUNWsVTXtiuw88KR1V1vdzWy-2F6EbMmQqHdOgFDg8kQ-3DLqrp_NxrnzrCb-2BUoDz1UadI2Al5vqQC1wP7rHHKcy3R79481nUqHqp4wY53DOMLGDK9PGA-2Fr-2FHfBGZbaGX-2FEu5C5-2B-2B3pChIeTG9zrnKGp7BzYKUBcxIcTNH6WIP3Oc8JrR4EoCUT3Lq1lcpiiA6wiWh9s1MyJMx6b-2B0eJy4Nmro19zzCdGOAxUvg7Q0Vb7o6nvOwaaqpSjCVv2RwqbxTwEve-2FDX9MecK-2Beks-2FzaEeuR3cz6-2BeLhrqJO9lpTAWPnAMOSdADC4EWiVQfVX-2FBXUH3QVIHA-3D-3D)

**All teachers will also be available via email. We do ask that you give 24 hours for responses though staff will try and get back to you immediately.**

**In the event of a school closure we will be sending you regular emails and updates to ensure that your child gets the best possible remote learning experience we can provide. Regular contact with your children from our staff will be hugely beneficial at such a time. Therefore, if you do not have a laptop, computer or iPad device at home please let the school know and we will facilitate this for you.**

**If you have any immediate questions, please do not hesitate to contact me.**

**Kind regards,**

**Mr. Gilberthorpe**