



24th March 2020

Dear Parents/Carers,

I would firstly like to thank you for your continued support of the school in these unprecedented times. I hope your family is keeping safe and well.

We have received a number of enquiries regarding your child's work over the coming weeks, so we thought it would be helpful to remind you of the following arrangements:

- Your child should have an area to work and plan their week ahead, so that it is as near to a normal school week as possible. This includes not having their phone on during lesson times.
- Your child should then use the virtual lesson resources on Google Drive to complete their home learning. Within the home learning area, you will find folders for each individual subject and year group. Please click the link below to access this:

[www.cornwallisacademy.com/homelearning](http://www.cornwallisacademy.com/homelearning)

- If you or your child have any subject specific queries, such as requesting additional English material, Art feedback, Maths answer sheets, History prompt sheets etc, please email your child's subject teacher directly or Head of Department who will be more than happy to support you. A list of staff contact email addresses can be found attached to the end of this letter.

We would encourage you to review the learning achieved on a regular basis. Work should be stored carefully and safely to ensure that your child can see the progress being made. This is an essential part of their learning. Please do ask them about their achievements and encourage them to share examples of their work with us via email, so that we can celebrate our 'Virtual Classroom Champions'.

We will be regularly emailing out guidance and updating our social media pages with home learning top tips and suggestions. We are also looking into an additional online learning platform, 'Microsoft Teams' which will enable classroom teachers to set work directly to their specific classes. More information on this exciting initiative will follow over the next few weeks.

I hope that this helps to clarify systems and procedures for you. In the meantime, if you have any questions about the processes described above, please encourage your child to show you. If in doubt, please do let us know at [office@cornwallisacademy.com](mailto:office@cornwallisacademy.com) and we will endeavour to support you.

We wish you and your family well at this very unprecedented time.

Kindest regards

Mrs I Linney-Drouet  
Headteacher



## Staff Contact Email Addresses

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