



30 November 2018

Dear Parent/ Carer

This year we are upgrading our IT systems in school. The aim is that, over time, this will lead to a number of benefits for staff, your children and for you as parents. We are upgrading to a Microsoft Windows 10 system which will give us access to better and new software and cloud based resources and storage.

Over time:

- Students will be able to access their work more easily from home, complete or submit homework online and access school software from home.
- Teachers will be able to plan and mark more flexibly, teach even more creatively and set homework more easily.
- Parents will be able to view behaviour and academic records in 'real time', monitor homework and communicate with school more easily.

However, in order for us to make these changes, our computer systems will be totally off line for the week beginning **10 December 2018**. I want to reassure you that school will remain in full operation and will remain a safe environment for your child. We have made suitable contingency plans and I can confirm that during that week:

- We will still have access to all student records and emergency contacts.
- We will be able to take and maintain accurate registers.
- We will still be able to record all safeguarding concerns.
- We will still be able to contact parents/ carers and other essential services.

However, during that week, there are two key areas that will be affected by the changes.

Contacting the Academy

The usual phone numbers for the Academy (01733 821430) and Sports Centre (01733 821431) will continue to work normally. We will have a reduced number of options available so please listen carefully to the instructions. It may take us longer than usual to return your call but we will aim to do so within 24 hours. We may also take longer to respond to email correspondence as our access will be very limited throughout the week.

School meal payments

In-school cashless payment systems will not be working during at least the first half of the week. We will instead revert to a cash system for purchasing food and drink. If your child purchases school lunch, I would recommend you give your child £2.20 each day to buy a meal deal. We will contact parents by text message when the cashless system is back online. Students receiving free school meals will still receive their meals.

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The second date for Sixth Form and Year 9 Subject Evening is Thursday 13 December. Our migration should not affect this event. Please use the online system to book your appointments in the normal way.

We will send text reminders about these temporary changes the week before and provide updates on Twitter and the Academy website. We are aiming to minimise the disruption to normal school life as much as possible but please be patient with us while we make this crucial update. Please accept my apologies in advance if contacting or working with us during the week is not as straightforward as usual.

If you have any questions or concerns, please contact us ahead of the migration week.

End of term arrangements

I would also want to give notice to parents that the Academy will close at 12:30pm on Friday 21 December for the Christmas holidays. We will contact the school bus companies and ensure the busses leave no earlier than 12:40pm. I hope we all benefit from this additional time to prepare for Christmas with our families and friends, but please do not hesitate to get in contact if you would like to arrange for your child to remain on the school site until the normal time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'George Lewis', written over a horizontal line.

Mr George Lewis
Principal