

**To Parents/Carers**

30<sup>th</sup> January 2023

Dear Parent/Carer,

**Remote Learning Contingency Plan**

Please find the updated Remote Learning Contingency Plan attached to this email. This document sets out the procedures and expectations when pupils are undertaking remote learning.

Your child will receive training from their mentor either today or tomorrow, on how to access their work remotely on Wednesday. A copy of the training video is also available for pupils and students on Show My Homework.

For Wednesday, pupils will need to log onto Show My Homework in the morning to see which lessons will be conducted remotely. These notices/tasks will be uploaded by 8.30am in the morning. Pupils should attend their lessons at the normal times via Microsoft Teams.

When working remotely, pupils must ensure they are working safely and effectively. The rules for conduct online and Great Learning Habits posters are attached to this email.

If your child does not have access to a computer or device for Wednesday, please ensure you have emailed [reception@saintcecilias.london](mailto:reception@saintcecilias.london) to request a device. Please note there are limited devices available, and priority will be given to those in Years 7 and 8, or those who qualify for Free School Meals.

Yours sincerely,

**James Robinson**  
**Assistant Headteacher**