

20<sup>th</sup> March 2020

Dear Students

As you know school will be closing at the end of today and this could be for a considerable period of time. Your teachers will be doing their very best to ensure we are able to continue to provide you with your education. You owe it to yourselves to play your part and ensure that you remain self-disciplined with your studies throughout this period. You can help yourselves by always doing the following:

1. Follow your normal timetable from home. Complete the tasks set on Firefly during your timetabled hours. This is very important - some staff may plan tasks that require you to collaborate in real time.
2. Help your parents to support your learning. Always tick the box to say you have completed tasks and upload work asked of you by your teachers. Your parents will help monitor your learning. Work together with them and your teachers.
3. If you need to contact staff please only send emails during working hours. At the base of your Firefly homepage you have a timetable which lists your teachers. Their emails are a combination of their surname+the first letter of their forename@sghs.org.uk. Work must be submitted on Firefly not by email. Only email if you have to. Do not use school based applications for things not related to your studies and always communicate as you would if you were face to face with people.
4. Check your emails every morning. Through Firefly staff will use a range of software/applications to take your learning forwards but Office 365 will be at the heart of this. Make sure you save work in an organised way to your OneDrive. You will need to stay open minded and adapt how you work with learning being delivered digitally.
5. If you have technical issues email help@sghs.org.uk

We are in a fortunate situation that we have all of this technology at our disposal. Let's make sure we all make the best use of it.

Best Regards

Mr Hoyle



### **Examinations**

I realise the announcement made by the government yesterday has caused significant amounts of distress and anxiety to our students, who have been working extremely hard throughout their studies and revision. We have received no additional information at the moment but understand there is to be an announcement tomorrow giving further information about how qualifications will be awarded. I will communicate any further information as soon as possible. At the moment we are continuing to teach Year 11 and 13 to ensure they have completed all the specification content so they are not disadvantaged in any further studies.

### **Free School Meals**

Ms Busfield, Business Manager, will communicate directly with parents of students who are eligible for free school meals to outline how we will ensure this provision is met during the closure period.

### **Communications**

We will keep parents and students regularly updated throughout the closure period through the website, e-mail and other media. We will continue to use our usual communication channels where possible but would ask for extra understanding around response times as there may be periods where certain staff are not able to respond as they normally would due to illness. If you are unsure who to direct your enquiry to then please email [sghs@sghs.org.uk](mailto:sghs@sghs.org.uk) or telephone 01756 707600.

Thank you for your ongoing support of the students and school during this unprecedented time.

Kind regards

A handwritten signature in black ink, appearing to read 'Mark Turner', with a long horizontal flourish extending to the right.

Mr M Turner  
Head of Academy