

02 April 2020



Dear Parent/Guardian,

RE: Information we need from you

I hope you are all keeping well and are in good health.

During these difficult times we are having to work in different ways to provide the best support we can to each other. In this letter I want to inform you of three different matters, all of which need you to take some action:

- Further work for pupils and use of Google Classroom
- Pupil access to a computer/laptop and Wi-Fi access at home
- Vouchers for Free School Meals Entitlement

1. Further work for pupils and use of Google Classroom

Teachers are currently putting work up on Google Classroom for children who can access it. They would like to be able to accept questions from pupils and to offer further guidance and support. In order to do this, we need to enable pupils to communicate with teachers on Google classroom. Teachers will be putting a code of conduct on their classroom which pupils must adhere to in order to be permitted to interact in the classroom. If a pupil breaches the code of conduct, their ability to communicate with the teacher will be disabled. They will then be able to read information placed into the classroom but **will not** be able to ask questions or make comments. All parents are asked to read the code of conduct and monitor their children's use of Google classroom.

2. Pupil access to a computer/laptop and Wi-Fi access at home

Teachers are busy preparing the next batch of work to distribute to children next term. Where possible it would be helpful to put this work onto Google classroom. However, we will also make copies for pupils so if you do not have access to a computer/laptop and Wi-Fi, work will still be provided for your children. Please email admin@rcobden.camden.sch.uk to let us know if your child/children has access to a computer/laptop and Wi-Fi or not. If you cannot email, then please text the following number **07484508429** to let us know.

3. Vouchers for Free School Meals Entitlement

The Department for Education are providing school meal vouchers for children who are entitled to free school meals; these can be used in the following supermarkets: Morrisons; Tesco; Sainsbury's; Asda; Waitrose; M&S Food. In order to send your vouchers to you, I need to provide them with your email addresses. If your child is entitled to Free School Meals, please email admin@rcobden.camden.sch.uk with a working email address that school meal vouchers can be sent to. Please also clearly state your name and your children's names and classes. Vouchers are sent to your email address and can then be redeemed at any of the above stores.

Thank you for your co-operation in this matter.

Your sincerely,

Kathy Bannon
HEADTEACHER