

Lincoln Castle Academy

26th March 2020

Dear Parent/ Carer,

The information below includes a number of updates and ways we are attempting to support students and families at this difficult time. In response to parental feedback, we have made a few improvements as detailed below. Thank you for your understanding as we work to improve arrangements for the benefit of your child; we are fully aware we have not got everything quite right but are working hard to adapt to a very challenging situation.

1. Learning

Our virtual school is designed to provide students with educational materials in the form of tasks/projects/ research/ reading. This will help to provide continuity and ensure our students are not disadvantaged. We also recognise the importance of providing structure for students during days that would ordinarily be spent in lessons.

Some parents have expressed concerns regarding the amount of work set and their ability to monitor their child's work rate. Please do not worry about this. We all understand the energy and commitment demanded of you all at this time.

We can support in the following ways:

- We will give your child encouragement through our messaging and rewards system.
- We will set work that does not require adult supervision.
- Students can continue to email their individual class teacher to request support or guidance.

2. SMHW

We intend to change the way we are setting work to avoid the constant 'pinging' of SMHW alerts. From Monday 30th March, staff will 'release' the work for the week ahead. This is to reduce the pressure on students and parents, with Monday as the main day that work will be sent and received.

As conveyed in my recent letter to all students, we recommend a healthy balance of activities relating to 'mind, body and soul'. Please encourage your child to read this letter. We are sending out regular communication through the academy Facebook page, emails and text service and working to ensure copies of all communications are listed on our academy website.

3. Year 11 & Year 13 Students

Your teachers are in the process of setting transition units and reading material for you to complete to support your next steps. This will be fully in place by 1st April. For those of you studying BTEC/ CNAT, your class teacher will provide guidance regarding the work they might need to use as 'evidence' for grades to be awarded. Please ensure you check SMHW and contact your teachers via email.

4. Critical/Key Workers

We have contacted all parents who notified us of their 'critical/key worker status'. As the situation develops, we also appreciate that circumstances may change. If you require any assistance, or are concerned about essential supervision for your child in the coming weeks, please contact us so we can arrange to speak about your family's needs and provide support.

To safeguard children and staff, school based provision must be seen as a 'last resort' measure. Please contact us in the following ways:

- Email: enquiries@lincolncastleacademy.co.uk
- Telephone: 01522 529203 (may go to answer machine but this will be collected within 24 hours)
- Text message: via 'Schoolcomms'

5. Free School Meals

We are in the process of issuing e-vouchers to parents in receipt of free school meals. Thank you for your patience; if you have not received your voucher by Friday 27th March please get in touch.

Kind regards,

Mrs Laming