

6 November 2018

Dear parent/carers

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:

- Teachers will be able to plan and mark more flexibly, teach even more creatively and set homework more easily.
- Pupils will be able to access their work more easily from home, complete or submit homework online and access school software from home.
- 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 **19 November 2018**.

I want to reassure you that school will remain in full operation and will remain a safe environment for your daughter. We have made suitable contingency plans and I can confirm that during that week:

- We will still have access to all pupil 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:

### Academy Phone Number

**The usual phone numbers for school will not be in operation  
from Monday 19 November to Friday 23 November 2018.**

To ensure you can still contact us to let us know of any unavoidable pupil absences, in the case of emergency or to discuss a concern, we have purchased some temporary mobile numbers.

You will therefore be able to reach us on:

**07824 147384 or 07824 147408**



*We strive to fulfil everyone's learning potential.  
We value high standards, hard work and a ceaseless desire to improve.  
We provide a safe, kind, nurturing and inclusive environment.  
We enjoy the journey together.*



## **School Meal Online Payments**

Pupils will still be able to pay for their meal using their finger print and accurate records will be kept of their purchasing and spending.

However, online and in-school systems will not be connected during the week.

This means that online records may look like your daughter is not purchasing anything (and therefore not spending any money) and in-school records may look like a debt is being built up.

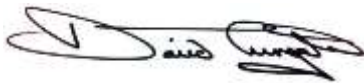
Once the systems are reconnected, your daughter's balance will be recalculated according to whatever credit was on the account and whatever spending had taken place during the week.

We will send text reminders about these temporary changes the week before and Twitter and the Academy website will also signpost the temporary phone numbers.

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 this week.

Yours faithfully

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

**Mr D Tungate**  
**Principal**