

5<sup>th</sup> January 2021

Dear families,

Thank you for your patience today. Today we will be sending out a number of important documents to set up your online learning. You will receive:

- A letter including your child's personal username and password
- An information sheet about how to log on and use the system. This includes a link to a 'Google Classroom' to join
- An online meeting etiquette guide

Some families may receive additional information regarding their child's wider support needs.

Each day class teachers will host an assembly in the morning (9:00) and in the afternoon (13:00). We will register attendance here. If your child does not attend then you will get follow up calls from teachers and GYPA support staff to ensure that all is well and you are able to access the online learning.

If:

- You have any problems accessing the online classroom
- You do not have a device suitable to access the online classroom and you have not already contacted the school - my thanks go to those who have already given us this information
- You have multiple children and they cannot all access at the same time

Please send an email to the school ([office@gypa.org.uk](mailto:office@gypa.org.uk)) with the subject title: **“Support Needed”**. Please explain the situation and we will be in contact to give you as much support as we can.

There will be some obstacles in this first week. We will all need to be patient and to communicate clearly with one another. You will get some follow up email this week with additional information.

Be assured that we will be doing all we can to help all our families. I look forward to seeing you in our first online class assemblies tomorrow morning!

Very best wishes,

Mr. Bloomfield  
Executive Principal