



Dear Parents,

9 January 2021

We are writing at a time of increasing Covid-19-related challenges, one of which has been the closure of many schools, including CAEA. This, however, has steeled the resolve of all of us at CAEA to ensure that your child continues his/her education. As we noted in our last letter, we, like many schools, will therefore of necessity be relying on our remote learning programme. Although it is an imperfect substitute for direct learning, we believe it will contribute to your child's academic education while also continuing to foster communication between child, parent and school. Detailed information concerning all aspects of the programme will follow. This letter is simply intended to acquaint you with the fundamentals as your child begins the programme tomorrow.

--Your child's Tutor will contact your child (or you) by telephone or e-mail as soon as possible. The Tutor will issue work for the week each Monday morning; please acknowledge receipt.

--When your child has completed an assignment, it should be returned directly to the appropriate Teacher, not the Tutor. Teachers will be available to contact M-F from 9:00 until 4:00; contact details will be supplied later this week.

--Teachers will provide frequent explanations of revision tasks and introductions to new content through e-mails, worksheets and website links via curriculum resources and videos.

--It is NOT necessary to print all completed work at home; in some instances, photographs can be taken of the work and returned directly to the subject teacher.

Please note that we are implementing a weekly group Tutor session via a Zoom call to your child. This will not be a class per se but rather will give the tutor group the chance to come together and understand that no one is alone and that we are all experiencing the same challenges. Each session will be hosted by the Tutor and another teacher; not all students may feel comfortable with this initiative and accordingly, you and/or your child should feel free to decline the invitation at any time.

In accordance with recent DfE guidance (January 2021), we recognise that online video lessons do not necessarily need to be recorded by teaching staff; the use of Oak National Academy lessons, for example, may be provided in lieu of school video content.

During the previous national lockdown, many parents and students could not access 'remote learning' via platforms because of anxiety and other difficulties. Paper-based and e-mail formats provided flexibility and therefore enabled the curriculum to be more individually tailored, highly desirable for our students.

### Who to contact?

Setting or completing work – relevant subject lead or SENCO  
Student behaviour – Tutor and/ or SMT  
IT – Mrs West regarding email provider and POD; Mr Pipe about any other issues.  
Workload or wellbeing – Tutor or any member of the SMT.  
Data protection – SMT or Mrs West  
Safeguarding – DSL Mrs Shaul [ashaul@centreacademy.net](mailto:ashaul@centreacademy.net)  
Alternate DSL Mr A Thompson [athompson@centreacademy.net](mailto:athompson@centreacademy.net)

Best Wishes,

Mrs Kim Salthouse

Dr Duncan Rollo