

26th March 2020

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Dear Students,

We hope that this letter finds you well, and that you are all keeping yourselves safe during this uncertain time. Times like this can be very unsettling for us all. We wanted to send you this letter to let you know that we are still here for you. We will send you regular updates and news from the academy.

As you know your teachers are setting work online. We have been so impressed this first week at how many of you are engaging with this work. Keep positive and please do not worry if you cannot get all the work completed – just do as much as you can. Do not be afraid to email your teachers if you need help or support – that is what we are here for - and of course do email completed work to your teachers to mark and they will give you feedback. Teachers are available to pick up any emails and reply from 8.45am till 3.30pm, Monday to Friday so please do contact your teachers during these times.

There might be lots of other activities you would like to do with your families which are equally of value and importance.

If you are having problems with your iPad or accessing the work online then please contact the ICT team.

The email address is: ictsystemsteam@universityofkentacadmiestrust.org.uk

Keeping safe online reminders

Whilst working from home it is really important that you keep yourselves safe, both online and in person. Please ensure that you follow the advice you have been given in school about how to protect yourselves online, a reminder of the key points:

- Please do not post any personal information about yourself online – like your address, email address, mobile number, including any pictures or videos of yourself.
- Keep your privacy settings as secure as possible on all devices, apps and programmes that you use – if are unsure about what this means or how to do it please ask your parents/carers, or contact the ICT team at UKAT on the address above,
- Never give out your passwords for any of your devices, apps or programmes that you use.

- Please do not befriend people online that you don't know.
- DO NOT meet up with people you've met online. If someone suggests this to you, immediately tell your parent or carer.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you don't agree with someone else's views does not mean you need to be unkind or offensive.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave your device and go and tell your parent/carer or trusted adult immediately.

Please remember your safety and wellbeing is of prime importance to us - even though you are not in school. We are still here to support you. If at any time you feel you would like to talk to us about anything that might be worrying you, you can still contact us at the following email addresses and we will get back to you.

For BA students:

Refernow at: refernow@universityofkentacademiestrust.org.uk

Child protection at: childprotection@universityofkentacademiestrust.org.uk

For CG students:

Refernow at: refernowcg@universityofkentacademiestrust.org.uk

Child protection at: childprotectioncg@univeristyofkentacasemiestrust.org.uk

The Easter holiday will be from Monday 6th April to Friday 17th April 2020 and there will be no digital learning sent to students, we hope you enjoy the break.

Best wishes

Mrs Watts – Assistant Principal (CG)

Mr Richter – Vice Principal (BA)