

26<sup>th</sup> March 2020

Dear Parents / Carers,

Just a quick note, which I should have added to my letter yesterday. We are getting an increasing number of parents contacting us and asking that we print all of their child's work. I do understand that some of you may have printers which are not coping with the demands; however, the paper packs that we prepared for students, originally, were for those who have no IT equipment or access to the internet, at all. We prepared a considerable number of packs and are therefore unable to do more. There are days when we only have a few teachers and one TA in school; we can only provide support for students without any equipment.

Most of my colleagues have said that the work on class charts does not need to be printed; students can write answers on paper or even better, can do so on a word document, which can then be emailed back to their teachers. I have also asked that staff be mindful of asking for work to be printed, in any future work that is uploaded to Class Charts.

If your child wishes to deliver some work to school (because they have been working on paper), that is fine and possible, as part of their daily exercise. The work should be clearly labelled and left in the reception area; it will be collected at the end of the day, by a member of staff.

Please, do what you can; if you experience issues with the work, just email [jogoffice@excalibur.org.uk](mailto:jogoffice@excalibur.org.uk) and the message will reach the appropriate teacher. Do not worry too much; we understand the strain people are under, in these unprecedented circumstances.

Kind regards,



**Mrs Walker**  
**Head of School**