

12 March 2020

Dear Parent/Guardian

As you are aware we are experiencing a fast moving situation with regard to the Coronavirus. In line with current guidance, the school will continue to operate as normal until we are advised otherwise. Please can I refer you to the following website for advice on how best to protect your family and yourself: <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

As a school we will continue to follow the advice given to us by the Public Health Agency.

As previously advised, our website (www.banbridgeacademy.org.uk) and the Parent App will be the most important home school communication tool during a period of school closure. Please see guidance below on how pupils will access school work during this time. Please note pupils should already be familiar with how to do this. Our website has not yet been populated with school work at this point, obviously this will only happen if and when a period of school closure is announced by Central Government.

During a period of school closure:

- * Teachers will publish work on the school website – Parental Information, - Teaching & Learning – Year Group – Individual subject.
- * Pupils should, as best as possible, mirror their school timetable whilst at home. E.g. if they have Mathematics, Period 1 they should complete Mathematics work at this time.
- * Teachers will also provide work directly on Google Classroom.

The Joint Council for Qualifications in the UK has asked all examination bodies to develop contingency plans and in turn all schools have been asked to develop contingency plans that focus on implementing a plan which focuses on safeguarding the interests of pupils while maintaining the integrity of the examination process and safeguarding qualifications standards. In addition, JCQ has stated the implementation should focus on options that enable candidates to take their examinations. As such, we have been advised that all students should be prepared to sit their examination as outlined in the published examination timetable.

I encourage you to follow the advice outlined on the Public Health Agency website and, as explained above we will communicate via the school website and/or the Parent App. Please note, throughout any period of school closure, you can contact the school by emailing info@banbridgeacademy.banbridge.ni.sch.uk

I greatly appreciate your understanding at this extremely challenging time.

My sincere best wishes to you and your family at this time.

R S McLoughlin
Principal
Banbridge Academy

Please see below, the message that has been relayed to your son/daughter

On the school website, under the Staff/Pupil Area menu option there is a link to a page called Documents and Links. In here pupils will find instructions on:

- * Accessing MySchool from home
- * Accessing MyDocuments folders from home
- * Accessing Google Classroom from home

* Downloading Microsoft Office

Pupils are reminded that you will no longer be able to access Google Classroom or MySchool from home if your C2K password expires. The only way your password can be changed is to press the ctrl alt delete keys together when logged on to a school computer and choose to change your password.

The new password will be valid for 120 days.

If you have any queries about this, please speak to the ICT technicians.