

Monday 19th October 2020

Dear Parents/Carers,

I am writing to let you know that it is our intention to distribute chromebooks to students on Wednesday 21st October.

Rationale

Due to the increasingly uncertain nature of Covid-19 restrictions at the current time, we have made the decision that we would like to loan chromebook devices to all Swan students. Having access to their own device will allow all students to continue their learning in the case of any kind of full or partial school closure, or if they are forced to self-isolate. It will also ensure greater equality between students from different backgrounds.

In the immediate future, you will be aware of political discussions about the possibility of a so-called 'circuit breaker lockdown' over an extended half term. Whilst we do not yet know whether this is a significant likelihood, we would like to be proactive in ensuring that all students have access to a chromebook before we break up for the holiday. This will mean that, in the case of a 'circuit-breaker', remote learning will be able to start immediately after half term and no learning time will be missed.

Moving forward, we hope that having access to their own device at home will ensure that students' education is affected as little as possible in the case of self-isolation or school closure as they will be more easily able to access school work from home. Knowing that all children have a device will also help to improve the quality of the work we are able to provide. Occasionally, students may also have to bring the chromebook into school when needed for classroom lessons (e.g. assessments).

Responsibility for Chromebooks

- It is our intention to distribute chromebooks to students on **Wednesday 21st October period 5**.
- We expect students to take good care of the chromebook and charger, and return both in good condition. If either are damaged we may decide to charge for the repair work.
- Loan conditions for the school chromebook and charger are detailed [here](#). **A paper copy of this document will also be given to each student today. Please sign this document tonight and ask your child to bring it to school with them tomorrow (Tuesday).**
- **IF YOU DO NOT WISH YOUR CHILD TO TAKE HOME A SCHOOL CHROMEBOOK DEVICE, PLEASE LET THE SCHOOL OFFICE KNOW BY 9AM ON WEDNESDAY 21ST OCTOBER.**
- School chromebooks should be moved as little as possible - staying either at home, or at school, rather than being transported regularly.

- On occasion, students will be required to bring their chromebook into school for a lesson. If this is the case, students will be informed with plenty of time and a note written in their planner. When bringing the chromebook into school, great care must be taken and a protective cover used.

Remote Learning

On Wednesday, students will also be given guidance on how to access Google Classroom.

In the event that school does need to close for a period of time, more guidance will be provided to parents/carers about how work will be set, how students can access it, and how you can support your child's learning at home.

Please do let us know if you have any questions about any of this. Of course, we continue to hope that these measures will not be needed, but we hope you agree that it is best to forward-plan in this situation to ensure that your children have as little disruption to their education as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Wood', with a horizontal line underneath.

Ms K. Wood (Headteacher)