



MAH/hc

11<sup>th</sup> December 2020

Dear Parents/Guardians,

Following yesterday's letter, I am writing to confirm the arrangements for next week. Penglais is closing its site to students at the end of the day today and will start online learning on Monday. The three main messages for students for the next week are as follows:

- Stay safe
- Stay at home
- Stay learning

As announced by the Education Minister yesterday, secondary schools are closing as part of a 'national effort to reduce coronavirus transmission'. She goes on to say that it is 'important that students are at home during this time, learning and staying safe'.

We will therefore be continuing with our normal timetable. Students are expected to log on to Teams to meet their form tutor at 9am. Then the three lessons will start at 9.15, 11.25 and 1.35 and students will meet their teacher at the start of each lesson. This time, there will be a mix of live learning and teacher being present through the chat facility. Teachers will explain and set the work for students and will be there to answer any questions students may have. Teachers will take a register at the start of each lesson to ensure that all students are present. If there are any problems, such as families sharing a laptop, please let your teacher know by putting a note in the chat. It is important that all students respect the professional nature of the chat and should use this sensibly to communicate and ask questions about the work.

If your child has any difficulty logging onto Teams, you can access the Ceredigion Council IT Helpdesk on 01970 633678 throughout these five days.

Your co-operation to enable the learning to take place during next week is crucial so thank you in advance for your support. Should you have any further questions, please contact [admin@penglais.org.uk](mailto:admin@penglais.org.uk).

Yours sincerely,

Ms M Hughes  
**Pennaeth/Headteacher**

*Pennaeth / Headteacher:- Ms Mair Hughes*