Our Ref: SMC/AP/0401

Dear Parents/Carers

These are unprecedented times and we all need to keep each other safe. The next couple of months will be very different, our school community will not be together but we will still be connected. We will continue to provide support and care for our students and our families. Please do not hesitate to make contact with us if we can support in anyway, key contact details are listed below and the information is available via our website;

<http://www.westlakesacademy.org.uk/year-group-key-contacts/>

Year 7 – Miss Dunne – [dunnek@westlakesmat.org.uk](mailto:dunnek@westlakesmat.org.uk)

Year 8 – Miss Kelly – [kellyj@westlakesmat.org.uk](mailto:kellyj@westlakesmat.org.uk)

Year 9 – Ms Wightman – [wightmans@westlakesmat.org.uk](mailto:wightmans@westlakesmat.org.uk)

Year 10 – Mrs Williamson – [williamsonc@westlakesmat.org.uk](mailto:williamsonc@westlakesmat.org.uk)

Year 11 – Ms Clements – [clementsa@westlakesmat.org.uk](mailto:clementsa@westlakesmat.org.uk)

Year 12 & 13 – Mrs Denwood and Mrs Brown – [denwoodr@westlakesmat.org.uk](mailto:denwoodr@westlakesmat.org.uk) [brownd@westlakesmat.org.uk](mailto:brownd@westlakesmat.org.uk)

SENDCO – Mr Woodcock – [woodcockj@westlakesmat.org.uk](mailto:woodcockj@westlakesmat.org.uk)

Inclusion manager – Ms Fell – [felll@westlakesmat.org.uk](mailto:felll@westlakesmat.org.uk)

Vice Principal - Miss McCabe [–mccabes@westlakesmat.org.uk](mailto:–mccabes@westlakesmat.org.uk)

At West Lakes Academy, we take our responsibility to safeguard and support our families very seriously, and we do not want the help and care that we currently offer to you and your child(ren) to stop just because the building has been closed.

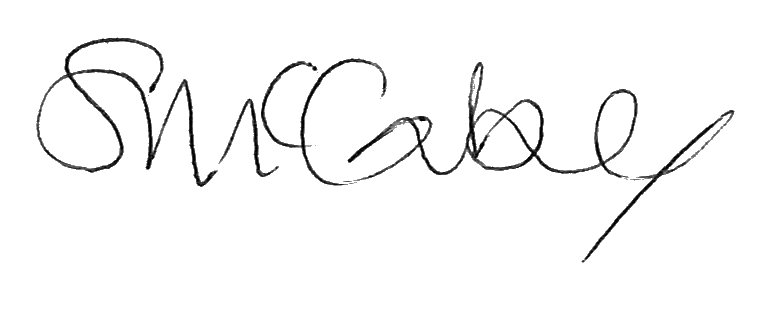
To enable us to continue to offer you our support, we will be making regular contact with you throughout the time that the academy remains closed, to speak to you and to speak to your child(ren). The purpose of these phone calls is to ‘check in’ – ask how you all are doing, offer any help or advice, and support where we can with any issues. Please do not be surprised or alarmed if your child(ren)’s tutor or Head of Year makes contact. This will still apply to our students in Year 11 and Year 13.

During special assemblies last week, all students were reminded of the importance of a regular routine, of continuing with their learning and of appropriate and safe behaviours at all times. We have attached a proposed timetable with this letter.

We will keep you regularly updated on all academy related issues via the academy website, Edulink, email and text messages. We will see that any messages are passed onto the appropriate member of staff.

We hope we will see the students at some time in the summer term. We will miss our students and families tremendously, although the academy will remain open, our spirit, energy and sparkle will be missing.

We ask that you please all take this situation seriously. Please be mindful, act in accordance with guidance and please keep safe.

Yours Sincerely

Sophie McCabe

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| **TIME** | **ACTIVITY** | **DETAILS** |
| 08.00 – 08.40 | Wake up | Make your bed, shower, get dressed, eat breakfast |
| 08.40 – 09.35 | Lesson time**\*** | Lesson 1: Google classrooms/packs of work |
| 09.35 – 10.30 | Lesson time**\*** | Lesson 2: Google classrooms/packs of work |
| 10.30 – 10.50 | Exercise | Get some fresh air – go for a walk, try yoga, take the dog outside, create a dance routine |
| 10.50 – 11.45 | Lesson time**\*** | Lesson 3: Google classrooms/packs of work |
| 11.45 – 12.40 | Lesson time**\*** | Lesson 4: Google classrooms/packs of work |
| 12.40 – 13.10 | Lunch time | Eat something nutritious – chat with family/siblings, be in touch with friends |
| 13.10 – 13.40 | Creative time**\*** | Draw, bake, play an instrument, cook, write a poem, start a novel, complete a crossword, do a jigsaw puzzle, take photos, etc. |
| 13.40 – 14.35 | Lesson time**\*** | Lesson 5: Google classrooms/packs of work |
| 14.35 – 15.30 | Lesson time**\*** | Lesson 6: Google classrooms/packs of work |
| 15.30 – 15.55 | Platform learning 1**\*** | Use Hegarty, Tassomai, Seneca, etc. to complete 25 minutes a day |
| 15.55 – 16.15 | DEAR time**\*** | Drop Everything and Read with a book of your choice, read for 20 minutes and complete one of the activities |
| 16.15 – 16.30 | Chores time**\*** | Help out with jobs around the house – keep the place as clean as possible. Tidy your room etc. |
| 16.30 – 17.15 | Fresh air | Get outside again – go for a walk, a jog, take a cycle in a park |
| 17.15 – 18.00 | Dinner time**\*** | Eat, chat, spend time with loved ones |
| 18.00 – 18.30 | Platform learning 2**\*** | Use Hegarty, Tassomai, Seneca, etc. to complete 20 minutes a day |
| 18.30 – 21.00 | Free time | Use this time to chill out, play games, watch a movie, listen to music, be with family. |
| 21.00 | Go to bed**\*** | Get some good sleep – keep healthy and rest |

***\*****No phones during these times*

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|  | Home, routines, exercise |
|  | Lesson & creative time |