

08 September 2020

To: Parents and Carers of Year 7 Students

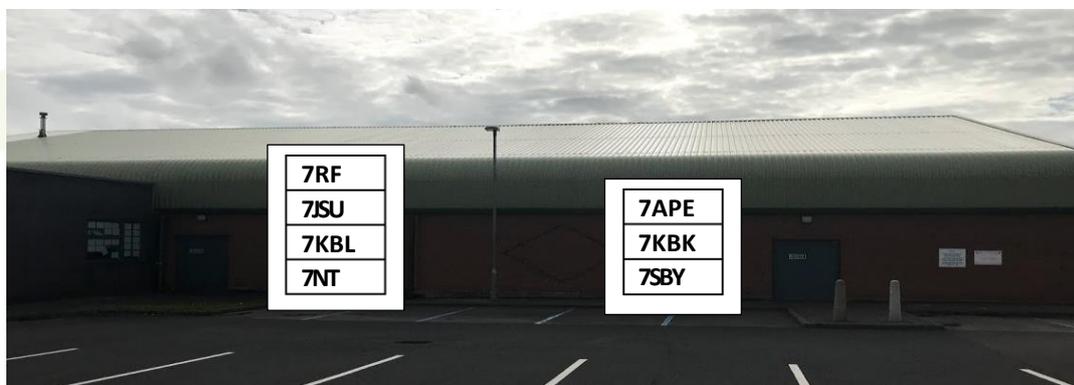
Dear Parent/Carer

We are writing to you to confirm that year 7 students and a parent/carer will be welcomed onto site to collect their new iPad on Wednesday 9th September from 4:15pm until 6:15pm.

We have carried out a detailed risk assessment and will ensure that strict measures are in place to support social distancing and the hierarchy of controls we have used over the summer term, in particular this means:

- ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend WLA for any reason
- cleaning hands more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing as far as possible
- aim to practise social distancing in line with current government guidance on social distancing.

Students and a parent should enter academy site and make their way to the sports hall in the main car park. Any other adults will not be permitted to enter any part of the academy with students and they should wait in their vehicle or off site. People should then follow the signs to enter the sports hall via the labelled emergency exit (please see the picture included). Once inside, please line up on the markers indicated for each tutor group, hand sanitiser must be used on entering the sports hall and then please wait to be called forward. Students must bring their own pen to sign for receiving their iPad. Once devices are received, please leave the sports hall immediately via the emergency exits opposite the one use to enter the building.



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When you get home please turn your iPad on and connect it to your home Wi-Fi network. The iPad will then download and update all of the required settings.

If you cannot do this at home it can easily be done at the Academy the next day.

When you receive your iPad you will also be issued with your network log on and password. This is a vital piece of information, I would encourage you to use your iPad to take a picture of this so it is kept safe.

When you come into the academy the next day you will need to connect it to the internet and our security software. To do this please open up an internet browser, click refresh and then input details. This video shows how to do this. <https://youtu.be/u4xQmwepWSQ>

If you have any questions at all please contact me on simpsonbk@westlakesmat.org.uk and I look forward to seeing you on Wednesday

Yours sincerely,



Barry Simpson
Vice Principal

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