



Noel-Baker Academy

A L.E.A.D. Academy

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Dear Parents and Carers,

As we come to the end of our first week of distance learning, we would like to thank you and your children for your positive engagement and support through this difficult time. Staff have been overwhelmed with the positive attitude to learning that the vast majority of children have shown, not to mention the care and kindness shown by children in their emails to their teachers.

We would like to take this time to ask you to remind your children of the basics of emailing on a formal 'work' system.

We have been receiving lots and lots of emails because students are hitting the 'reply all' button to respond to the teacher who has sent the information. **Please could you reinforce with your child that they should only email their own subject teacher when asking questions about work.** This means they should not be replying to any email sent to an entire year group.

In addition to this, it has been brought to my attention that some of them have been using email as a messenger service. This has led to inappropriate content, and in some cases language, being used on the school email system. **Please remind your child that this is a work system and they should communicate in the same way they would communicate in a classroom.** Any inappropriate use of language or content will be raised directly with individual parents so that they can address this with their children.

We hope you are all keeping safe, please do not hesitate to contact us should you require any support throughout this difficult time.

Yours sincerely

Mrs K Richardson  
*Deputy Headteacher - Provision*