

17<sup>th</sup> July 2020

Dear Parent/Carer,

**RE: Academic Year 2020/21 and Full Reopening Arrangements**

After what has been a very challenging year for schools across the country, we are pleased to be able to start looking forward to the new academic year, starting in September 2020. With some restrictions expected to remain in place following the pandemic for an extended period of time, we wanted to take the time to explain how students will return in September and the rationale for the decisions we've made.

In this letter, we have included the details for the first week of term, as well as the health and safety measures we are implementing to safeguard the wellbeing of staff and students as we welcome everybody back to the Academy following the recent school closures.

**First Week of Term – W/C Monday 31<sup>st</sup> August 2020**

- **Monday 31<sup>st</sup> August** – Bank Holiday – the Academy remains closed to all staff and students.
- **Tuesday 1<sup>st</sup> September** – INSET Day – the Academy remains closed to all students.
- **Wednesday 2<sup>nd</sup> September** – Year 11 and 13 students return:  
Like most schools and academies, in normal years and during the first week of term we complete Induction activities for students and have a staggered start for year groups bringing existing year groups in at the end of the week. This year, we have decided to bring Year 11 and Year 13 students in earlier to get them reset and re-focussed so they can get off to a flying start on Monday 7<sup>th</sup> September. Consequently, all Year 11 students are therefore required to arrive on Wednesday 2<sup>nd</sup> September for an 8:30am start and finish time will be 3:15pm. Year 13 students are requested to all arrive at for an 8:45am start and with their finish time staggered depending on their options. Year 11 and 13 students will be given independent study tasks for Thursday and Friday following introductory teaching on this day.
- **Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September** – new Year 10 and 12 Cohorts ONLY:  
All Year 10 students are to arrive at 8:30am and finish time will be 3:15pm on both days. Y12 students are to arrive at 9:30am on Thursday and finish time will be staggered depending on options. Friday's timetable will be distributed on Thursday for Year 12.

From Monday 7<sup>th</sup> September, all students will be expected to attend as normal and will follow their timetables, as issued in the first week of term. It is important to note that the Government's guidance has now changed, including in terms of shielding, and attendance at school is now mandatory for all students. From Tuesday 1<sup>st</sup> September, the Academy will revert to its usual attendance policy and procedures, with the addition of the procedures for self-isolation, which can be found at the end of this letter.

**Transition Holiday Work**

Students joining the Academy in September in Year 10 will have received some transition materials to guide private study in preparation for the start in September. These have been sent out electronically

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over the past fortnight. If your child has not received these resources, please email [info@wmgacademy.org.uk](mailto:info@wmgacademy.org.uk), where a new copy can be provided.

Similarly, students returning to the Academy in Year 11 have been provided with topic and skills checklists to help highlight areas to focus on. This will be accompanied by a useful selection of revision websites and work sources to assist with their transition into Year 11. Where appropriate, please check Google Classroom in order to complete work which has been set during the period of closure but remains outstanding, as well as special tasks for the summer holidays. A 'reminder guide' to Google Classroom is included at the end of this letter.

Students who are either joining the Academy in Year 12 in September, or progressing from Year 11, have been provided with transition packs to aid their move to study in our Sixth Form. Please ensure that this is completed. If your child has not received these resources, please email [info@wmgacademy.org.uk](mailto:info@wmgacademy.org.uk), where a new copy can be provided.

Students who are moving into Year 13 have been directed to further study opportunities at the face-to-face sessions they have attended at the Academy over the last month. Work will also be set where appropriate on Google Classroom to help students to prepare for their final year at WMG Academy.

### **Results Day and Student Enrolment**

A separate communication regarding results days and enrolment into Sixth Form will be circulated later this week. This will detail the arrangements for collection of results for any current WMG Academy students, as well as the process for enrolling into Sixth Form for students joining Year 12 from other education settings.

Students moving into Year 11 and Year 13 will be given their results for GCSE English Literature and BTEC respectively, in September. We have taken this decision to minimise the number of students who need to come into the building in August.

Similarly, we have taken the decision that results for GCSE resits in English and Maths for Key Stage 5 students will be emailed to students. Again, this will minimise the number of students who need to come into the building.

### **Full Reopening Following Enforced School Closures**

As you will be aware, the Government have issued some very clear guidance about the expectations for schools to reopen for all staff and students from September. Over the last few weeks, we have worked hard to ensure that we have effective plans in place to reopen in September and to safeguard the wellbeing of staff and students.

Whilst we are aware that this guidance could change if localised lockdowns are implemented or the rate of infection increases, we want to share with you in detail the plans we have in place for September, as well as outlining the rationale for the decisions we have made. We acknowledge that parents and students are likely to be apprehensive about a return to full time schooling, but want to assure you that the wellbeing of our academy community remains our top priority.

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### **Why can more students now attend school?**

On Friday 20<sup>th</sup> March 2020, schools across the country closed to all students, other than those who are vulnerable or the children of key workers. This was a decision made by the Government with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and to save lives.

Now, the circumstances have changed. The prevalence of coronavirus has decreased, the NHS Test and Trace system is up and running, and the Government are clear about the measures that need to be in place to create safer environments within schools. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children, and therefore we need to ensure all students can return to school sooner rather than later. We know from our discussions with many other school leaders that despite 'online interactive lessons', many students are likely to be behind in terms of the progress they would have made had the schools remained open as normal.

### **What does the latest scientific advice say?**

As an Academy, we have been guided by specific advice at every stage, provided by the local authority and from central government. The latest scientific advice from the Government is that:

- There is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19) and there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19).
- Schools and other settings can make changes to how they are organised and put measures in place to reduce risks.
- Schools should implement risk assessments that take account of and address any risks using the following system of controls:
  - a requirement that people who are ill stay at home;
  - robust hand and respiratory hygiene;
  - enhanced cleaning arrangements;
  - active engagement with NHS Test and Trace;
  - formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

### **What health and safety measures have WMG Academy put in place?**

The safety and wellbeing of our staff and students is, as always, our main priority and we have drawn on the guidance from the DfE, the local authority and independent health and safety experts to ensure we go above and beyond the expected standards of health and safety.

The measures we have taken include:

- Implementing a 'bubble' approach to limit the contact groups of students have with each other. In line with guidance, each 'bubble' will be based on academic year group.

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- Reworking the Academy's learning bases to ensure all desks are forward facing and natural ventilation is readily available.
- Where possible, we will timetable students to be in the same room for more than one consecutive period. This means that teachers will move to meet students, minimising the number of people moving around the building at any one time.
- Increased cleaning will take place. We already have cleaners onsite for the entire working day who regularly clean high traffic areas. We also have additional cleaners at the end of the working day who will clean the whole building.
- Clearly marked corridors, staircases and doorways are already in place to ensure staff and students can use a one-way system to move around the building and maintain social distances.
- Modified fire evacuation procedures are in place to ensure students can socially distance at the muster point in case of a fire evacuation. Students will be given clear guidance on these, as well as our other measures, on their first session back in the Academy.

### **Will teaching be provided as normal to students?**

Central government have been very clear in their guidance to schools regarding September opening that students should still be able to access a full and varied curriculum and we are very clear that students will still complete the same number of qualifications. We will work with subject teachers, students and parents to ensure that any gaps in knowledge are identified quickly and targeted intervention sessions are available where necessary to support students.

We are awaiting further guidance from the awarding bodies and examination boards regarding the proposed early entry for Year 10 students for GCSE English Literature, however the indication from the Government is that schools should modify teaching schedules for students to be examined when they are in Year 11 as opposed to when they are in Year 10. We will review this at October half term before making a final decision.

Whilst students will still access the full and varied curriculum, we envisage that we will be running blended learning for Key Stage 5 students for the foreseeable future. This consists of mostly onsite learning with some remote learning. This allows us to reduce the number of students in the building and maintain social distancing as much as possible. As a guide, onsite learning will still cover 80% of the lessons for each subject, with 20% conducted online. For example, an A-Level student will have 5 lessons per week per subject with one of these lessons being taken online.

### **How should my child travel to and from the Academy?**

The Government's guidance around the use of public transport continues to evolve. Parents and students should decide themselves how they feel is the best way to travel to the Academy. Where public transport is necessary, we encourage students to ensure they maintain social distances whilst waiting at bus stops and when on buses and trains. You will also be aware that from Monday 15<sup>th</sup> June, face coverings have become mandatory on public transport. Safe disposal of non-reusable face masks will be available for students on arrival.

We have plenty of onsite and undercover bike storage onsite which students who wish to cycle to the Academy can make use of. Students should bring their own 'D' lock to ensure bikes remain secure.

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Students are responsible for their own bikes and should ensure they are insured as the Academy cannot be held liable for any loss or damage. If parents wish to drive their child to school, we would encourage them to find safe drop off points in the local area, remaining considerate to our neighbours.

### **What should my child wear?**

From the autumn term, students will be expected to wear their full business-dress attire. The full dress code can be found in enrolment packs or on request from [info@wmgacademy.org.uk](mailto:info@wmgacademy.org.uk). This includes the WMG Academy tie for Key Stage 4 students, which are available from Reception on the first day. No PE or sports kit will be required during the first week of term and students will be informed on what they need to bring for any sports activities going forward.

From Monday 7<sup>th</sup> September, we plan to re-introduce practical work into the curriculum, albeit it on a gradual and restricted basis. We've always provided PPE for students to use, however this is of course on the basis that this is shared use. From September 2020, we wanted to give you the opportunity to buy PPE for personal use, reducing the sharing of equipment and therefore the contact between learners. Personal PPE can be stored in student's lockers.

Some students like to do this and find it a good investment, particularly if they pursue engineering and science interests either beyond the school hours or after they leave us. Shared use PPE will continue to be available to students and disposable gloves and earplugs will be available for all students where appropriate.

- **Goggles** - These will be available for purchase on ParentPay and can be stored in bags or lockers. Our team of technicians have sourced products which meet the required CLEAPPS or national safety standards. Please visit ParentPay for more details.
- **Science/Engineering Overalls** - There are no specific standards for these garments, but for ease of use we use white overalls for Science and blue overalls for Engineering. Overalls can be stored in student lockers.
- **Engineering Boots** – These must have reinforced toe caps. The suppliers above often have these items in stock. Please bear in mind that boots require the CE mark and/or appropriate British or European standard e.g. EN345-1 S1P. Boots can be stored in student lockers and students must change into them in the Engineering Hall cloakroom. Boots will only be permitted to be worn once the student has presented them to the technicians, who will check for the required standard and log them on a database.
- **Suggested Suppliers:**
  - [www.astleys.co.uk](http://www.astleys.co.uk)
  - [www.rapidonline.com](http://www.rapidonline.com)
  - [www.uk.rs-online.com](http://www.uk.rs-online.com)
  - [www.screwfix.com](http://www.screwfix.com)
  - [www.thesafetysupplycompany.co.uk](http://www.thesafetysupplycompany.co.uk)
- **WMG Academy Shop** – Whilst boots and overalls will need to be student-specific, one-size-fits-all items, such as Academy ties, goggles, student lockers, stationary kits and lanyards can be purchased online at the WMG Academy Shop. Click [here](#) for more information.

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### **Will meals be available to students attending?**

Yes, from Wednesday 2<sup>nd</sup> September 2020, the canteen facilities will be available to all students. We are working with our catering partners to ensure that the necessary health and safety measures are in place, which will involve some reworking of our dining rooms to ensure one-way systems and separate entry and exit points are in place.

Payment in the canteen is cashless and usually relies on the use of thumbprint technology. However, it is anticipated that contactless payment using bank cards will be available from September for all staff and students to minimise the risk of transmission through the use of thumbprint scanning devices. For parents who wish to continue adding credit to ParentPay which can be spent using the thumbprint technology, sanitising stations will be available to use before and after paying and again before and after eating.

### **What happens if there is a confirmed case at WMG Academy and can my child be tested?**

The Academy has a clear protocol in place in the event that a case is confirmed. At the end of this letter, we have included our protocols and procedures for Self-Isolation, Confirmed Cases and Suspected Cases Onsite.

Children and young people and staff in all settings are eligible for testing if they become ill with coronavirus (COVID-19) symptoms, as are members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect their classmates and staff in their setting.

### **What happens if my child needs first aid?**

By nature, first aid requires close contact between students and qualified members of staff. To limit this contact, students will be encouraged to administer basic first aid to themselves under supervision. This includes cleaning and dressing small cuts and grazes. Where this is not possible, staff will wear personal protective equipment (PPE), including gloves, surgical masks and aprons, to administer first aid.

Accidents rarely occur at WMG Academy, however some injuries from sporting activities and practical subjects are inevitable and this is why the above arrangements are in place.

### **Arrival, Departure and Movements within the Building**

Students will be given clear guidance and training on how to maintain social distancing on their first day in the Academy. However, we wanted to outline some of the key instructions below to ensure we have a smooth and safe start:

- Arrival will be through the main Academy doors and the rear doors, where clearly marked walkways will lead students to their learning bases. Staff will meet and greet students both inside and outside of the building to guide them.

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- There will be hand sanitising stations in various locations around the building. Students will be expected to sanitise their hands when they enter and exit the building, every time they change rooms and before and after they eat.
- Students should go straight to the learning base for their timetabled lessons where their teacher will allocate them their desk and chair. Once seated, movement within the learning base should be minimal and only with the explicit permission of the class teacher.
- The timetable is being built to minimise contact between groups of students. In order to do this, students may find that they will have a series of lessons with the same group of students in the same room and teachers will move around to meet them. We will modify and construct a new timetable to allow more flexible use of the building when social distancing guidance allows.

### **Contingency Planning**

Parents will be aware that the Government are implementing localised lockdowns across the country, like that seen in the city of Leicester, if there are localised outbreaks of COVID-19. Similarly, the Government have issued warnings about potential second waves of COVID-19 as the weather changes during the autumn months. Therefore, it is prudent that we have contingency plans in place should there be need for further school closures and remote working.

During the first few weeks of term, all students will be trained on the Academy's IT systems to ensure online platforms are familiar and easy to access from home should the need arise. Similarly, we will establish a draft online timetable which will mirror that of the normal Academy timetable and can be rolled out at short notice to allow staff and students to move teaching and learning online quickly.

We are also continuing to develop home working arrangements for students who may need to self-isolate as a result of Test and Trace or because they have shown symptoms of COVID-19. These arrangements will be communicated on a case-by-case basis to anyone who is affected.

With this in mind, we need to ensure that we have a good understanding of the technology students have access to at home. If you are concerned that your child would be disadvantaged during any further school closures because they do not have access to a computer and/or the internet at home, please let us know by emailing [info@wmgacademy.org.uk](mailto:info@wmgacademy.org.uk).

### **Ongoing Communication**

Please remember that any parental communications are available on our website by clicking [here](#). If you need to contact the Academy over the summer holiday, please do so by email to [info@wmgacademy.org.uk](mailto:info@wmgacademy.org.uk). Safeguarding concerns should include the phrase 'CONFIDENTIAL – SAFEGUARDING' in the email subject line. Please note that phone lines will not be monitored over the summer and responses from individual members of staff should not be expected.

We really appreciate the support and encouragement from parents over the last few months. It has been a particularly challenging time and hearing such positive comments from our academy community has given us the determination to keep going and make this time as beneficial for our students as possible.

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We are looking forward to welcoming students back to Years 11 and 13 and welcoming those students who are joining us for the first time in Years 10 and 12. In the meantime, we wish you a happy, healthy and relaxing summer break.

Yours faithfully,



Mrs K Tague  
Executive Principal



Mr M Brady  
Associate Principal



## Appendix 1 - Student Behaviour Expectations

### 1. Introduction

- 1.1 The WMG Academy is obligated to follow all government guidance related to COVID-19 and ensure the concept of social distancing, procedures related to hygiene, being alert and staying safe are applied at all times.
- 1.2 To ensure the safety of learners, staff and wider family networks, all rules must be followed from the time learners arrive at the academy to the time they return home.
- 1.3 It is hoped that learners have an appreciation and the maturity to recognise the severity of the current situation and act responsibly. Any behaviour that increases the risk of infection or creates undue distress will be considered as a sanctionable behaviour. The academy will decide, based on the evidence related to the incident, if guidance, re-education or the application of sanctions is appropriate to mitigate any risk that may be presented by a learner's behaviour.
- 1.4 This policy is in addition to the existing Behaviour Policy and defines behaviours in relation to COVID-19 and keeping people safe.

### 2. Sanctions

- 2.1 The sanction of isolation or exclusion will be considered regardless of the explained intent by the learner, e.g. if, when a learner is asked to explain their behaviour, and is justified by the learner as a 'joke'.
- 2.2 Learners who demonstrate any of the behaviours below may be isolated from other learners to ensure that people are kept safe:
  - Coughing in the direction of another learner with the intent to spread infection or cause fear of infection.
  - Bullying behaviour regarding COVID-19 towards another learner.
  - Throwing of any object at another learner with the intent to spread infection or cause fear of infection.
  - Deliberate repeated movements out of the designated areas the learners have been given to work within.
  - Repeated refusal to follow a reasonable request to wash hands or sanitise hands/equipment.
  - Refusal to take reasonable precautions to prevent unnecessary contact or close proximity with others.
  - Refusal to follow reasonable requests to follow the rules and procedures that have been brought in by WMG Academy to protect learners, staff and families.
- 2.3 Fixed term or permanent exclusions will be considered for the following behaviours:
  - Spitting at another learner with intent to spread infection or cause fear of infection.
  - Racial or verbal abuse with a COVID-19 aspect to it.
  - Wiping of any body part on another learner with the intent to spread infection or fear.
  - Threatening behaviour towards a member of staff and not respecting personal space.
  - Having specific intent and acting in a way that causes distress to other learners or staff in relation to COVID-19.
  - Consistently and persistently refusing to co-operate with the rules and procedures that have been brought in by the academy to protect learners, staff and families.

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## Appendix 2 - Procedure for Self-Isolation – COVID-19

WMG Academy Trust has adopted the Government guidance on self-isolation for staff and students. In this procedure, 'you' refers to either students or employees of WMG Academy Trust. Self-isolation is the practice of staying at home because you have, or might have, coronavirus (COVID-19). This is to help stop the virus spreading to other people.

### Staff and students should self-isolate if:

- They have the following symptoms - **a high temperature, a new continuous cough or change to your sense of taste and smell.**
- They are waiting for a coronavirus test result.
- They have tested positive for coronavirus-this means you have coronavirus.
- They live with someone who has symptoms, is waiting for a test result or has tested positive.
- They have symptoms of coronavirus you usually need to self-isolate for at least 7 days
- They live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

**If you are self-isolating, you and anybody you live with must not leave your home. Parents should inform the WMG academy through the student absence procedures that their child is now self-isolating. Staff should inform their line manager of staff absence immediately.**

This means self-isolating staff and students should:

- not go to work, school or public places and should work from home
- not go on public transport or use taxis
- not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- not have visitors in your home, including friends and family – except for people providing essential care not go out to exercise – exercise at home or in your garden, if you have one

### Testing

Staff and students should have a test if they have symptoms. This can be accessed by clicking [here](#). **If you test positive then you must inform WMG Academy Trust immediately.** There is separate advice if you're told by NHS Test and Trace that you've been in contact with a person with coronavirus.

### **Appendix 3 - Procedure for Dealing with Staff and Students Displaying Symptoms Onsite**

WMG Academy Trust has adopted the Government advice on COVID processes. If a member of staff or a student, whilst in the WMG Academy buildings, exhibits COVID-19 symptoms, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance, which is available [here](#). The symptoms include:

- A new or continuous cough;
- A high temperature (38°C or above);
- A change in their normal taste or smell senses.

If a student is awaiting collection, they should be moved; if possible, to Meeting Room 1 where they can be isolated behind a closed door, the windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use the disabled toilet on the ground floor. The Facilities Manager should be informed and the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (gloves, masks and apron) should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained, and this is available in the designated room. There are designated first aiders who should deal with this situation.

Student and parents should be given a copy of Appendix 2 when they leave, which gives further guidance on self-isolation. Copies will be available in the designated room.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

The Facilities Manager should be informed so that the affected area can be cleaned and disinfected using standard cleaning products before being used by anyone else.

#### **Appendix 4 - Procedure for Confirmed Cases of COVID-19 at WMG Academy**

The following process will be followed at WMG Academy Trust in the event of a confirmed case of coronavirus.

When a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home with advice to self-isolate for 7 days and arrange to have a test to see if they have COVID-19.

Tests can be arranged through the website [NHS.UK](https://www.nhs.uk) to or by contacting NHS 111 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending WMG Academy will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

When a student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the student or staff member tests positive, the rest of their class or group within WMG Academy should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

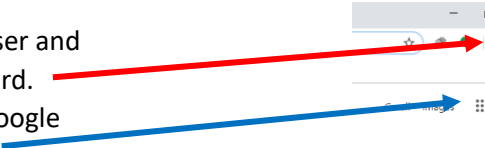
## Appendix 5 - Google Classroom for Students and Parents at Home

This document includes general guidance for Students who are working from home and Parents who wish to receive updates via Google Classroom, with respect to their child's work.

### Students

WMG Academy uses Google Classroom exclusively for the setting of coursework and homework. All students should be familiar with the use of Google Classroom, but different PC configurations may mean that it is slightly different when at home, to the usual classroom PC or Laptop.

Here is a shortcut method to logging into Google Apps from any PC.

1. Open a Browser
  - a. The preference is to use Google Chrome
  - b. Other browsers will work fine, but may limit some functions
  - c. Google Chrome can be easily loaded by searching 'download google chrome' Password
2. Navigate to [www.google.co.uk](http://www.google.co.uk)
3. Click on the circular icon in the top right of the browser and log in using your Academy email address and password. 
4. Once logged in, use the nine squares to access the Google Apps available to you.

### Parents

Parents CANNOT log directly into Google Classroom. They receive an email from Google with a regular update as to the work being set and a student's progress. When Google Classroom was configured, earlier this year, you would have received an email from Google asking you if you wish to receive these updates. If you have a Gmail Account, you can elect to receive daily updates, other email addresses can only receive weekly.

If you are not receiving these, please email [g.jacklin@wmgacademy.org.uk](mailto:g.jacklin@wmgacademy.org.uk) with: -

1. Your child's name (First and Last Name)
2. Their date of birth
3. The email address you wish to use to receive updates

We will then update our records and you will receive a new email from Google asking you to confirm you wish to receive these updates.