



**Ramsey Grammar School**  
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Dear Parents/Carers,

**Remote Learning Protocol**

We have now finalised our Remote Learning Protocol, to be used in the unwished for case of another school lockdown. You will see that we have simplified our online learning platform, and will require students to be able to use just two – Google and Microsoft Teams – to be able to continue their learning online should we have to close the school. I enclose with this letter a student user guide for Google Classroom and Microsoft Teams. I would be grateful if you would go through this with your child at home to ensure that he/she understands how to access both programmes.

In the event of school closure I will write to you again with full details of exactly what to expect from us in terms of remote learning, together with our policy for safeguarding children and staff online. We hope that this will make it possible for us to ensure continuity of learning and also that the information we provide will enable you to support your child during times of school closure.

Thank you once again for your engagement with the review process which has informed our new strategy. In the autumn term of 2020 we will be holding a meeting for parents/carers specifically to provide you with training in using both Google and Microsoft Teams so that you are familiar with the main digital platforms being used with your children.

Kind regards

Annette Baker  
Headteacher