

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

29th January 2021

Dear Parent/Carer

## Students' online safety

I hope this letter finds you well.

Next week we will be having a series of assemblies focusing on online safety and malicious communications.

May I take this opportunity to ask you to discuss with your child the importance of keeping their password safe and secure. **Passwords must not be shared with anyone.** Individuals have full responsibility for their own account. Please also remind your child that the chat facility on TEAMS is only for use in a professional capacity as directed by the class teacher. Students **must not use this to communicate with each other** or to send any inappropriate messages. All chat is recorded and retained. We take inappropriate use of the chat very seriously and any malicious communications may be shared with the police.

May I take this opportunity to thank the vast majority of our students who are working extremely hard, and who are doing everything we are asking to support their learning.

I would also like to thank you as parents and carers. I recognise it is not easy supporting virtual learning at home, but you are doing a wonderful job supporting your children and we are always here to help and support if you need further guidance. Please do not hesitate to contact us via [shenley.enquiry@e-act.org.uk](mailto:shenley.enquiry@e-act.org.uk) should you wish to get in touch.

Kind regards,



**Dr J Bartlett**  
Headteacher