

23 September 2020

Dear Families,

I hope that this letter finds you all well.

I thought it would be helpful to write to explain the school procedures for setting work for students who are self-isolating.

Teachers will be notified daily of any student that is self-isolating that day. They will set work for these students via satchel:one and this work will be clearly labelled 'This work is only for students who are not in school due to self-isolation'. Teachers will post the work as soon as is possible for them to do so, given their teaching commitments that day.

The due date for work set will be the next timetabled lesson in that subject and work will be set as 'Assignment'.

To allow us to respond in a timely fashion we ask if families can inform the school of any absence by 8.30am (on each day of absence), stating a clear reason why your child is unable to attend school. This can be done via [attendance@themisbourne.co.uk](mailto:attendance@themisbourne.co.uk) or by telephoning the school on 01494 862869 and following the prompts for attendance.

If you have any questions or queries, please do not hesitate to contact your child's school base. A reminder of the contact details for each school base are below:

Attenborough	<a href="mailto:attenboroughschool@themisbourne.co.uk">attenboroughschool@themisbourne.co.uk</a>
Franklin	<a href="mailto:franklinschool@themisbourne.co.uk">franklinschool@themisbourne.co.uk</a>
Holmes	<a href="mailto:holmesschool@themisbourne.co.uk">holmesschool@themisbourne.co.uk</a>
Turing	<a href="mailto:turingschool@themisbourne.co.uk">turingschool@themisbourne.co.uk</a>

Thank you for your continued support.

Yours sincerely,



**Mrs Barrett**  
**Deputy Headteacher**

**The Misbourne continues to be a Good School:**

*"A culture of ambition permeates the school; students are at the heart of everything the school does"*

**Ofsted**

