



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

Maritime House
Southwell Business Park
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Tel: 01305 820262
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www.atlantic-aspirations.org

11th January 2021

Dear Parent/Carer,

Re: SIMS communication about lesson attendance and engagement

As you know we have sent communication on how to access SIMS Parent App. This service allows you to view many parts of your child's educational record that we hold in our School Information Management System. It enables you to keep up-to-date with conduct information (**behaviour and achievements**), access to your child's **timetable** and, also, to view your child's **reports and assessments**.

SIMS Parent App/Student App

SIMS Parent and SIMS Student will be used to communicate with you if your child is not keeping up with work via logging a 'behaviour incident'. The form tutor will have daily pastoral contact via the **live tutor sessions** with your child and will update SIMS to communicate if your child **did not engage (behaviour)**. It is an **expectation that all students** attend the live tutor session and we would appreciate your support in achieving this.

When cross-subject problems are identified (i.e. regular non-submission of work or a pattern of submission of poor-quality work or no engagement) then either the form tutor, head of year or member of the support team will contact you in a timely fashion to discuss additional support measures for your child.

If at any time you have any concerns about the remote work being set in a particular subject, please contact us through the normal channels in the first instance- click on the link on our website [here](#)

Parents who have not yet registered for whom we hold an email address:

We have sent out a new round of invitations and we strongly urge you to register for an account and to install the SIMS Parent app so that you can stay up-to-date with information from the school and so that we can keep you informed in a timely manner. When you receive your registration, there is a link in the email (check junk/spam) which you should click - it will take you to the registration website. You will be asked to select an authentication service which you will use to log in to SIMS Parent each time. This must be an account you already hold, such as Facebook, Apple, Google, Microsoft, or Twitter. Should you have any issues using or accessing the service or have any questions, please do not hesitate to raise this with us using the email address [:abiddle@atlantic-aspirations.org](mailto:abiddle@atlantic-aspirations.org)

Reminders of expectations for students

- Check google classroom every day to see what work has been set for each subject – work will be on by 8:30am each school day.



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- Check email and google classroom every school day to ensure that communications from subject teachers, form tutor and/or head of year are read, and if necessary responded to, within 24 hours.
- Complete any work to a good standard by the deadline set or contact the teacher well in advance of the deadline to request an extension to the deadline.
- Try to get school work done between normal school hours 8:30am -3pm.
- Upload any work via the appropriate upload link in the file format requested.
- Be proactive in contacting the subject teacher, preferably during allocated lesson time, if any additional help or support with any of the online tasks rather than giving up on the work or submitting work of poor quality. If outside lesson time teachers will try to reply within 24 hours (excluding during evenings, weekends, school holiday periods and days when part-time staff are not scheduled to work).

It should be noted that not all work that has been set online will be marked by the teacher, some will be automatically marked online, some will require student self-assessment using exemplar answers, and some feedback will be given in a generic form (e.g. a discussion of common errors during a live synchronous googlemeet lesson).

It is important that students upload completed work to the google classroom in the correct file format, which will be stated clearly in the lesson instructions. Mostly students will be asked to submit work in Docs, Slides, Sheets PDF formats or image files (e.g. photos) of their work.

Parents/carers can expect that:

- Some live synchronous lessons are provided to your child. These will be delivered across the timetable cycle (i.e. over a two week period) at the class teacher's discretion. **To avoid clashes, live sessions will always take place in one of the lesson slots for that subject.** Please make sure your child joins live sessions on time, is dressed appropriately and sitting up at a desk or table.
- Teachers will promptly update SIMS Student and SIMS Parent with any concerns regarding lack of engagement, unsubmitted or poor quality work – please regularly check SIMS Parent and your email for communications from the school.

On behalf of all of my colleagues I assure you that we will do our very best to provide all we can to help you and your child in the weeks ahead.

Yours faithfully



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