



'Enabling every child to fulfil his/her potential in a nurturing Christian environment.'

17<sup>th</sup> March, 2020

Dear Parents/Carers

We are in the process of preparing our Virtual Learning Environment (VLE) to ensure that, in the event of you/your child(ren) not being able to attend school for a prolonged period, we are able to maintain contact and ensure the children continue to learn.

On 10<sup>th</sup> March we sent home a letter regarding changing our text and email communications from Teachers2Parents to School Spider (who also host our website- [www.utkintonce.cheshire.sch.uk](http://www.utkintonce.cheshire.sch.uk) ). We will now also be using the student (pupil) section of the website to share learning opportunities.

As this will be a new way of working for many families, we will be completing the set-up in stages. If you have not already done so, please can you ensure that you do the following in the next 24 hours to set up your parental access:

- 1) Download the School Spider App on your phone/tablet.
- 2) Check you have enabled notifications on your phone/tablet to ensure you do not miss vital messages being communicated.
- 3) Check you are able to login using the parent username and password that was sent to you via e-mail last week.
- 4) Familiarise yourself with the app (for further instructions about how the app works, please see the letter 'School Spider- Parent Comms Letter' on the school website).

Tomorrow morning we will send out a second 'test' smart message to the app as this morning's was only received by half of our parents. It is vital that all parents complete the login prior to tomorrow as the next stage will involve us giving access to the pupil learning area. If you are having difficulty setting up or using the app please contact the School Office.

Yours sincerely

Lorna Pleavin