

22 October 2021

Dear Learner / Parent and Carer

### DEVICE USE

Firstly, we would like we would like to say that we are delighted to have so many of our learners take up the offer of their digital devices and using their devices to help them learn. We are sure that they are looking forward to Flipped Learning week where they will be able to use all the college digital programmes.

However, we would like to remind you that the devices do have software that tracks what the laptops access inside and outside of college. The Pastoral team are informed of every incident where college IT protocols have been breached. Unfortunately, should learners regularly breach these protocols, we will have no alternative but to only allow use of the college laptops during college hours (9am – 5pm).

Lastly, we would like to remind you all that next week is half term week, and the week beginning the 1<sup>st</sup> November is Flipped Learning Week. Learners have been set project work on Satchel:One and should complete this in preparation for their return on Monday 08 November.

Yours sincerely,

**Gloria Gold**  
**Vice Principal – Personal Development and Wellbeing**