



NOTTINGHAM ACADEMY

The Wells Academy Campus
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Dear Parent/Carer

This year we are upgrading our IT systems in school.

The aim is that, over time, this will lead to a number of benefits for staff, your children and for you as parents.

We are upgrading to a Microsoft Windows 10 system which will give us access to better and new software and cloud based resources and storage. Over time:

- Teachers will be able to plan and mark more flexibly, teach even more creatively and set homework more easily.
- Pupils will be able to access their work more easily from home, complete or submit homework online and access school software from home.
- Parents will be able to view behaviour and academic records in 'real time', monitor homework and communicate with school more easily.

However, in order for us to make these changes, our computer systems will be totally off line for the week beginning **Monday 7 October 2019**.

I want to reassure you that school will remain in full operation and will remain a safe environment for your child. We have made suitable contingency plans and I can confirm that during that week:

- We will still have access to all pupil records and emergency contacts.
- We will be able to take and maintain accurate registers.
- We will still be able to record all safeguarding concerns.
- We will still be able to contact parents/carers and other essential services.

However, during that week, there are two key areas that *will* be affected by the changes:

Academy Phone Number

The usual telephone number for the school 0115 748 3390 will still be in operation along with a temporary mobile number – 07795 812364

Please note the above mobile number will only be in use during the week Monday 7 October – Friday 11 October 2019.

School Meal Online Payments

During the migration your child will only be able to **purchase food from the canteen with cash**. Please ensure they are aware of this and they bring their money into school that week.

There will be no access to our cashless catering system during this period either online (ParentPay) or via the biometric machine (fingerprint) they use to top up their accounts. Please bear this in mind when you are crediting your child's ParentPay account in the week leading up to Monday 7 October 2019 as they will not be able to access this money until Monday 14 October 2019 when we will revert back to the cashless system.

We will send text reminders about these temporary changes the week before and Twitter and the Academy website will also signpost the temporary mobile phone number.

We are aiming to minimise the disruption to normal school life as much as possible but please be patient with us while we make this crucial update. Please accept my apologies in advance if contacting or working with us during the week is not as straightforward as usual.

If you have any questions or concerns, please contact us ahead of this week.

Yours faithfully



Marcus Shepherd

Proud to be Principal of Nottingham Academy – The Wells Academy Campus

Be Kind. Work Hard. Achieve Greatness.

