

Dear Parent(s)/Guardian(s),

We are delighted that you would like **(Name of student)** to avail of online classes with our SE Teachers during school closure.

Just to let you know that we need you to confirm by email that you are happy for these classes to take place and that a Parent or Guardian will be within earshot, during each session.

Classes will take place at a time that suits you to have a Guardian present.

We are thinking that one class a day may work best for **(student)** , but see what suits you.

Our SE Teachers will be available to provide support classes to **(student)** , as follows:

Two classes with (Name of SE Teacher 1)

Two classes with (Name of SE Teacher 2)

One class with (Name of SE Teacher 3).

Can I just remind you that, for privacy reasons, if any personal information is on show in the background, to please ensure that the background is covered? Also, please see our Remote Learning Protocol attached here.

Please confirm the days and times that would best suit you and **(student)** for these classes to take place. Hopefully, the times chosen will suit us and we can start these classes soon.

Can you confirm your willingness to proceed with these online classes as explained above?

I have ccd **(Name of Deputy Principal)**, into this email.

Kind regards,,
