



31<sup>st</sup> December, 2020

Dear Parent/Carer,

### **Updated Information Spring Term 2021 - Phased Return**

You may already be aware that the government announced yesterday that arrangements for next week's phased return of secondary school students have changed. This letter is to inform you of the changes and how these will affect your child / children:

#### **Tuesday 5<sup>th</sup> January to Friday 8<sup>th</sup> January 2021:**

Year 11 and Year 13 students will no longer attend school during the first week of term. Instead, they will now attend lessons remotely via Firefly and Microsoft Teams, along with all other year groups (see instructions below). However, from Tuesday 5<sup>th</sup> January the following students should attend school for supervision / face to face teaching to support completion of the remote learning tasks:

- Vulnerable students (identified by school) – from all year groups\*
- Children of critical workers (see definition [here](#)) – from all year groups\* (if a place has been booked by parents – see information below)

Those students in school will remain in their Year Group Bubbles. The timings of the school day will remain the same and students will be expected to wear their school uniform (Years 7 – 11) or follow the dress code (sixth form), bring relevant equipment each day (including PE kit when needed) and meet all our usual expectations, including our COVID risk mitigation measures.

The school buses will run to their normal timetable during this period.

#### **Monday 11<sup>th</sup> January to Friday 15<sup>th</sup> January 2021:**

During this period, the following students should attend school for face-to-face teaching:

- All students in Year 11
- All students in Year 13
- Vulnerable students (identified by school) – from all year groups\*
- Children of critical workers (see definition [here](#)) – from all year groups\* (if a place has been booked by parents – see information below)

These students will remain in their Year Group Bubbles, follow their usual timetable and will be taught by their usual teachers (wherever possible). The timings of the school day will remain the same and students will be expected to wear their school uniform (Years 7 – 11) or follow the dress code (sixth form), bring relevant equipment each day (including PE kit when needed) and meet all our usual expectations, including our COVID risk mitigation measures.

The school buses will run to their normal timetable during this period.

Students in Year 7, Year 8, Year 9, Year 10 and Year 12 will continue to work from home with remote learning provided via Firefly and Microsoft Teams. The only exceptions to this are the vulnerable students and children of critical workers in these year groups.

### **Monday 18<sup>th</sup> January 2021 onwards:**

All students will be expected to return to school for face-to-face teaching on Monday 18<sup>th</sup> January 2021.

#### **\*Vulnerable Students and Children of Critical Workers**

The government has provided a [definition of a critical worker](#) for this purpose. If you classify as a critical worker and you have not previously booked a place but would like your child to be supervised whilst completing remote learning tasks from 5<sup>th</sup> – 8<sup>th</sup> January, please complete this [Critical Worker Form](#) as soon as possible, and **by Sunday 3<sup>rd</sup> January at the latest**. A separate form will be sent next week for eligible parents to book places for 11<sup>th</sup> – 15<sup>th</sup> January.

Pastoral staff have already identified vulnerable students and their parents have been contacted individually with the offer of a school place from the 5<sup>th</sup> – 15<sup>th</sup> January. This includes (but will not be restricted to) children who have an Education Health Care Plan (EHCP) and Looked After Children. If your child falls into either of these categories, then they will be able to attend school during this period.

#### **Year 12 BTEC Human Lifespan Development external exam (Friday 8<sup>th</sup> January 2021)**

This exam will continue as planned. Year 12 students sitting this exam should arrive at school for 1pm and go directly to Main Hall, where someone from the Exams Team will meet you.

#### **Year 9 Exams and Options Process**

Year 9 exams and the Year 9 options process have been postponed until later in the term. Information regarding these will be distributed shortly.

#### **Free School Meals**

Those eligible for Free School Meals will be sent meal vouchers in the usual way.

#### **Expectations of Students Learning Remotely**

All students learning remotely will be expected to attend a Microsoft Teams virtual registration session (or assembly) each morning at 8.30am, from Tuesday 5<sup>th</sup> January.

For the rest of each day students should follow their normal timetable. They will be sent a Microsoft Teams invitation for each of their lessons (except non-exam PE). The 'live' contact will be for a maximum of 30 minutes each lesson (sixth form may be longer - up to the whole lesson). All students will be expected to 'attend' each lesson remotely and to keep up with the work set. The only exception is if the student is unwell, in which case parents will be expected to report the illness and absence to school in the usual way.

Students should regularly check emails for Microsoft Teams invites and Firefly for lesson task instructions and resources. Should a teacher choose an alternative location for resources/tasks, it will be signposted clearly to the student on Firefly.

*If your son or daughter does not have access to Wi Fi at home, or there are any other issues with access to remote learning, please inform school as soon as possible so that alternative arrangements can be made.*

### Mass Testing of Students and Staff

We are currently making arrangements to offer COVID-19 lateral flow device testing to students and staff, prioritising staff, vulnerable children, children of critical workers and students in Year 11 and Year 13. The guidance for this is still being updated but we aim to introduce this testing soon as possible after 5<sup>th</sup> January (starting with staff). We will write to you again as soon as our plans have been finalised. Please be re-assured that we will only test students where parental consent has been given in advance.

### Finally

A reminder that Monday 4<sup>th</sup> January is a Training Day (as previously planned) and therefore no students should attend on this day. Vulnerable students and children of critical workers who have booked a place should attend school from Tuesday 5<sup>th</sup> January. Please remember to check the school's website for the latest news and information. Here is a summary of the arrangements for the next three weeks:

	<b>Tuesday 5<sup>th</sup> – Friday 8<sup>th</sup> January</b>	<b>Monday 11<sup>th</sup> – Friday 15<sup>th</sup> January</b>	<b>From Monday 18<sup>th</sup> January</b>
Year 7	Remote learning**	Remote learning**	All students in school
Year 8			
Year 9			
Year 10			
Year 11		In school	
Year 12		Remote learning**	
Year 13		In school	

*\*\*Except vulnerable students identified by school and children of critical workers (where a place has been pre-booked by parents).*

Teachers, other school staff and school leaders continue to try their very best to do the right thing in these complex and previously unknown circumstances. Thank you in advance for your patience, understanding and support.

Yours faithfully,



**Ms Janet Sheriff**  
**Executive Headteacher**