



5th January 2021

Dear Parent/Carer

Implications of the new National Lockdown

As I am sure you are aware, the government has introduced a National Lockdown from Wednesday 6th January 2021. Therefore, it is with great disappointment that I have to write to you once again to inform you that school will be closed to all students, except children of critical workers and our most vulnerable students. This partial closure will be in place from 6th January until at least Monday 22nd February 2021.

Vulnerable Students

Pastoral staff have already identified vulnerable students. In most cases, parents/carers have already been contacted individually with the offer of a place at our school-based provision during this period. Vulnerable students include (but are not 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.

Children of Critical Workers

The government's definition of 'critical workers' has been updated. The full details of this can be found [here](#). The sectors defined as critical to the COVID-19 response are:

Health and Social Care	Key public services
Education and Childcare	Local and national government
Food and other necessary goods	Public safety and national security
Transport and border	Utilities, communication and financial services

It has been confirmed that if one parent in the household is classed as a key worker, your child will be eligible to attend school-based provision during the lockdown period.

Arrangements for 6th – 8th January

If you are a Critical Worker and your circumstances have changed since the announcement of the National Lockdown yesterday, so that you now require a place in the school-based provision on 6th, 7th or 8th January, please fill in this [Critical Worker Week 1 Form](#) to reserve a place for your child / children. If you have already booked a place for the 6th, 7th or 8th January on a previous form then you do not need to do this again.

Arrangements for 11th January - 22nd February

If you are a Critical Worker and you require a place for your child / children at any point from Monday 11th January onwards, then please fill in this [Critical Worker Supervision Form](#) to let us know which days of the week you will require a place for your child / children.

All Students Attending School Based Provision During Lockdown

All students will follow their normal timetable but they will be based in one classroom throughout the day and will be supervised by a range of staff whilst they complete their remote learning tasks. Students will be required to stay within their Year Group 'bubble' throughout each day. This means that they should not mix with other Year Groups at any time.

The school bus service will run as normal for the rest of this week (until Friday 8th January). However, from Monday 11th January it is likely that this service will be reduced. We will let you know the new arrangements as soon as they have been confirmed.

On arrival at school, students should go straight to their Year Group Base but must not enter the building before 8.10am.

Year 11, 12 and 13 External Examinations

As far as we are aware, those external Vocational exams for Year 11, 12 and 13 which were scheduled for January or February will go ahead as planned. Students should report to the exam venue 15 minutes before the start of their exam. Details of venues and start times can be found on the Exam Timetable already distributed to students. This does not include any internal mock examinations.

In terms of other external examinations, the government has said that they "*do not think it is possible for exams to go ahead fairly this summer. The Secretary of State for Education will be asking Ofqual to consult rapidly on an approach for alternative arrangements that will allow students to progress fairly.*" This is the only information we have at the current time regarding GCSE and A level exams, but we will update you as soon as we know more about what the alternative arrangements will be.

Updated Expectations of Students Learning Remotely

Students will be expected to follow their normal timetable and engage in a 'live' session for each of their lessons. 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 for Key Stage 3 and Key Stage 4. However, some 'live' sessions may be shorter, say 10 minutes, and sixth form 'live' sessions may be longer - up to the whole lesson. These 'live' sessions will provide a valuable opportunity for teachers and students to 'connect', give a chance for students to ask questions, give teachers opportunity to clarify any misunderstandings or likely misunderstandings and highlight crucial learning etc. For the rest of each lesson students will be expected to complete the tasks set by their teacher.

There may be occasions when your child's subject teacher is unable to give a 'live' input. For example, on a day when they are in school supervising vulnerable students and children of critical workers, or because they are self-isolating or ill. In these circumstances, your child will be informed in advance (wherever possible) and appropriate learning tasks will be set for them to complete.

All students will be expected to 'attend' each lesson remotely and 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. The class teacher will take a register each lesson and if there is a problem with non-attendance (without an adequate reason) the Year Manager will follow this up.

Please remind your child that when accessing 'live' sessions they should:

- Join the meeting with cameras and microphones off, and only put them on when instructed to do so by their teacher
- Be dressed appropriately
- Be seated in a suitable place for learning
- Use MS Teams or email to communicate with the teacher about the lesson
- Let the teacher know if they are having IT problems (using the MS Teams Chat Box or email)
- Contact ITservices@princehenrys.co.uk if they have an IT problem that they cannot fix.

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.

Expectations re 'live' assemblies and registration periods

Expectations for daily registration will remain the same as previously stated (see letter dated 31st December) for the rest of this week.

From Monday 11th January all students, including those learning remotely at home, will be expected to log in to:

- A 'live' assembly each Monday morning at 8.30am
- A 'live' registration session on Tuesday and Friday mornings at 8.30am (unless advised otherwise by their Personal Tutor)

Your child's Progress Leader or Personal Tutor will send a MS Teams invite for these sessions.

Pastoral Support

Class teachers and Personal Tutors will monitor the engagement and progress of all students. If a problem is identified then this will be followed up and support will be offered, initially by the class teacher, but escalated to the Faculty Leader, Year Manager or Progress Leader if needed. You will be alerted if a problem has been identified and your child fails to respond to the initial support provided

A Reminder

If you, your child or any member of your household is displaying Coronavirus symptoms then your child must **NOT** attend school, and you should follow government guidance about self-isolation and test and trace. Your child must not come into school whilst any member of your household is waiting to have a COVID-19 test, or is awaiting the result of a test, or if your child has been told to self-isolate. In such circumstances, please follow the government's test and trace guidelines - [NHS Test and Trace: how it works - GOV.UK \(www.gov.uk\)](#)

Finally, thank you in advance for your continued patience, understanding and support. School staff are responding as quickly as possible to what has been a rapidly changing situation over the last few days.

Yours faithfully



Ms Janet Sheriff
Executive Headteacher