

Headteacher: Miss Caitlin Macrae

19th March 2020

Dear Parents and carers,

I am writing to you to update you on the current situation. Due to levels of staff absence in school, we have had to make the very difficult decision to close the school to Year 12 students from tomorrow morning 20th March 2020, rather than keeping Year 12 students in school until Friday afternoon. This means that your child will now be working at home.

With this in mind, I am asking for your support, to ensure your child continues to learn as effectively as possible in the circumstances:

- Students are expected to complete the work set for them through **Show My Homework** and to use their subject **ISPs**.
- Students will need internet access at home
- Students are encouraged to use any **other online learning platforms** available to them and **revise prior learning and content**, using the High Five revision strategies
- Students are expected to **submit their work as soon as they have completed it** to the teacher through Show My Homework or using their school email address, as directed
- Students are being encouraged to keep, as much as possible, **to a normal school routine, starting their school day at 8.25am and completing 5 lessons worth of work each day** to the best of their ability.
- Students will need **access to the equipment they need and a place to work**.
- Students are expected to **check their timetable each day** and plan the order of the work they will complete
- Students are encouraged to get **fresh air and exercise**, where possible
- Students are encouraged to **read as widely as possible**.
- Students will receive support, once school reopens, to plan for their next steps of education or employment following Year 13. In the meantime, students are expected to **research potential courses for university or apprenticeships**, by using the following links: www.ucas.com & www.apprenticeship.gov
- Students will **check their school email daily** and respond promptly where required
- Students will use their **school email address** to contact teachers if they need some help with any of the work set. The tutor and teachers will also contact students using school email, to give feedback or check on progress
- If there is no internet access at home, staff may get in touch with parents/ carers **by phone** where possible and appropriate, to discuss learning
- The School will monitor student access and usage of Show My Homework. We will contact parents and carers where students are not regularly accessing and submitting work set
- Students who are **unwell** are not expected to complete work during the time of illness

Please find attached guidance for parents, carers and students in the event that your child has difficulty logging in to Show My Homework or the school email address. Also included in the guidance is how to get in touch, by school email, with staff.

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Also attached is an overview of the online learning platforms that will be available for use by students of different year groups, for your information.

Please be aware that, unless directed otherwise by Public Health or the government, staff will be working (for example setting work for their classes and responding to email communication through school email addresses) either in school or remotely, during the school closure. However, if a member of staff is unwell, they will not be expected to continue their work while they are unwell. I would therefore ask for your support and patience with communication.

Please check regularly for school comms updates and updates on the school website regarding the school closure and plans to reopen.

For more information on the coronavirus please refer to the following links:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Thank you for your continued support of the school.

Yours sincerely,

Miss Caitlin Macrae
Headteacher