

3 January 2021

Dear Parent / Carer

Mr Dallimore has written to you all outlining the way school will operate for all year groups in the first two weeks back. This letter is to give some more detail about how teaching and learning will work from Monday. Hopefully, much of this will only be a useful reminder.

- Students will follow their normal school timetable and are expected to attend all lessons. If your child is unwell and is unable to attend lessons please contact the school in the normal way.
- **Week of 4 January is a Week 1**
- **Week of 11 January is a Week 2**
- Lessons will start and finish at the usual times, detailed below:

School Day	
Period 1	8.45 - 9.45
Break 1	9.45 - 10.05
Period 2	10.05 - 11.05
Break 2	11.05 - 11.25
Period 3	11.25 - 12.25
Lunch 1	12.25 - 12.45
Period 4	12.45 - 13.45
Lunch 2	13.45 - 14.15
Period 5 Year 7-9	14.15 - 15.00
Period 5 Year 10/11	14.15 - 15.10

- It is important that students continue to have their breaks and they are not expected to remain online during these times. If possible students should try to get some fresh air.
- All resources and instructions for lessons will be made available in students' classrooms.



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- Staff may invite students to a live lesson via a Google Meet. It is not expected that teachers will deliver entire lessons live. It will be more usual that a teacher will provide some live input at the start of a lesson and then use Go Guardian to provide support.
- Staff will use Go Guardian to monitor students. This is a key tool that allows staff to interact with students and provide feedback via the chat function.
- Students with SEN/EHCP will have some additional online support via Go Guardian in a similar way to the support provided during the first lockdown.
- Staff will continue to use class charts to award praise for good work and engagement.

If your son/daughter's chromebook breaks or develops a fault it is important that we know about it straightaway. In order to process the repair, either as an insurance claim or under warranty we need to know how the device was damaged or specific faults. Please use this link [warranty/insurance claim](#) to notify our ICT technicians.

If your child currently does not have a working device please contact their Head of Year who may be able to make arrangements for a temporary loan device to be collected from the school. In Year 11 you should contact Mrs Mitchell who will be acting as Head of Year 11 this term.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Reid', written over a light blue horizontal line.

Mr M Reid
Deputy Headteacher