

8th January 2021

Dear Parents/Carers,

Following the announcement on Monday of the national lockdown school has this week moved to providing learning exclusively through Microsoft Teams. This letter aims to provide you with a clear understanding of what is expected of your son/daughter over this lockdown period. Students working in the Hub provision will access their work through Microsoft Teams also.

Work will be set each day by teaching staff which will follow the embedded timetable below. The content of this work will be in line with what they would have been studying that week in school **and will involve new learning**. You will see from the timetable that subject time has been chunked together on a single day each week. This will support students to easily track the work they have been set from each subject on a weekly basis. They will have a week to complete each assignment, before being set a new one the following week. They may wish to complete all the work from a single subject each day or vary the subjects they work through over the course of a day. We would expect students to be working for between 3 - 5 hours each day depending on their age and the content of the work.

Assignments will be scheduled to start at 8:45am each day, in line with the start of a normal school day.

You will see PE has a slot each day and we will be encouraging all students to do some form of physical activity each day.

Beacon Hill	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Maths	Geography, Tech & Spanish	History, Music, Food & Art	English	Science
Year 8	English	Science & History	Music, Food & Art	Maths	Geography, Tech & Spanish
Year 9	English	Maths	Industry Project, Food & Art	Science	Geography, History & Spanish
Year 10	Science	English	Food, Engineering, Art	Geography, History, & Spanish	Maths
Year 11	Maths	Geography, Food & Engineering	English	Art & History	Science
	PE				

This is a link to a video which will support any parents still unsure about how to access Microsoft Teams. <https://www.loom.com/share/fb173b272fc64dc6b3e4f305fbe63cc1>

From Monday of next week, 11th January, students will be expected to register with their year group online with a form tutor. This will begin at 9:15am promptly and students MUST attend this each day. By this time students will have had the opportunity to have viewed their assignments for the day and will be able to raise any questions they have with their form tutors. Tutors will be able to monitor the work completed the previous day and support their students with any difficulties they might have.

During registration students will be required to have their camera off, microphone muted, use the message feed appropriately if they have any questions and behaviour must be in accordance with our expectations of a classroom. When their name is called they can unmute their microphone and answer, then mute again. Form tutors will clarify this to students on Monday. These registrations will be recorded by school and members of SLT will often be present and are for students and teachers to meet, NOT parents. If parents would like to speak to SLT, please contact the school office.

If a household has a single device then they will be able to register together in the youngest sibling's form group.

Student and staff's safeguarding is our highest priority during any live streamed sessions. All users must follow the 'Acceptable Use' agreement they have signed. The school will sanction any participant who breaks the rules.

Teaching staff are working hard to ensure the best work possible for all the students at this difficult time. We understand the potential for an increase in stress within the home and are mindful to support students' mental health throughout this half term. Please contact the school office if you have any concerns or questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'T.E. Hailwood', written in a cursive style.

Tom Hailwood

Head of School