

To all Parents/Carers of Year 7

I am writing to inform you that, as from tomorrow we are closed to year 7 pupils until Monday 12th July, 2021. This decision was taken following a discussion with Public health England and has been taken due to the prevalence of new cases of Covid -19 in the year group.

Although it is disappointing to have to send our pupils home, this decision has been taken with the best interests of the school community.

It is important to note, that this is a precautionary measure and your child and your family do not need to isolate unless you have been directed to do so by the school or NHS track and trace.

It is expected that pupils follow their timetable throughout the school day. At the start of every lesson (including Form Time), pupils need to login to their live lesson delivered by their class teacher on Microsoft Teams.

All pupils will be taught by their class teacher who will deliver an interactive live lesson providing audio guidance and feedback throughout the lesson where appropriate. Pupils are expected to complete classwork, homework and assessments in exercise books, booklets or proformas provided by the teacher. At any point during the lesson, pupils will be able to seek the advice and support from their teacher regarding their learning using the 'chat' function or using audio to ask the question.

During the lesson, the teacher may request the submission of work so they can check for understanding, progress, address misconceptions etc. This request might be during, at the end of a lesson or a future deadline may be set. Teachers will request pupils send their work using either the 'chat' function or the 'Assignments' feature and both can be accessed at any time.

In the event of staff absence, pupils will be informed via Microsoft Teams. Unfortunately, this means there will be no live element to the lesson but classwork will be set by another member of the department for pupils to complete. If your child is concerned about classwork set, completion of classwork or unsure of how to progress, they are also able to contact their Teachers, Form Tutors and Achievement Team via email for support. If pupils are unable to access their lessons during their timetabled lesson time, all work is set through the 'Assignments' and will be accessible following the lesson.

The following help guides are available on the school website:

- Getting started onto Microsoft Teams
- How pupils engage in lessons
- How pupils' access and submit work

If you have any queries regarding accessing the remote package, or for any other reason please contact the school.

Kind Regards

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