

13th March 2020

Dear Year 11 Parent/Carer

Year 11 Coronavirus Response Procedure

Over the last couple of days, we have been working tirelessly behind the scenes to ensure we can help, support and minimise any disruption to learning that any potential enforced school closure might have on Year 11 students. GCSE examinations are now only 10 weeks away. Understandably, our young people are slightly anxious and apprehensive about potential disruptions to normal routines, learning and procedures over the forthcoming weeks. At present, there has been no guidance or advice to suggest GCSE examination dates will change, therefore we have to assume until told otherwise, it is business as usual. We have to remain calm and control what we can; your children demonstrated amazing maturity and resilience when I spoke to them yesterday. I write this letter to inform you of our intentions to ensure you can support at home to help us execute plans we have in place, should we be forced to close.

In the event of an enforced closure, we have put the following steps in place:

Step 1

On Tuesday, your child will receive work packs from across the curriculum of photocopied materials that can be completed independently at home. Dependent on the subject, this will be either targeted revision, practice exam papers or aspects of the syllabus that still need to be completed. **There is enough work for your child to follow their normal school timetable at home for two weeks.** In the event of a closure, we ask that you support us by ensuring your child follows their normal school timetable at home. It is essential we maintain the day to day routine. Please do not allow your child to lay in bed until mid-morning and work late into the night, as this will not help as we enter the exam season. They need to work through the day on work provided, then revise as usual on an evening. **This work should not replace but supplement revision.** There is no excuse for students not completing work because the packs are not reliant on PC or WIFI access; all materials have been printed.

Please ensure your child brings a large back to school with them on Tuesday, in order to transport bespoke work packs home.

Step 2

We will be using Microsoft Teams as a medium to teach students remotely. This will enable staff to upload presentations and videos, which students can access via a conference call facility. Staff will be taking visualisers home so they can model and film perfect answers for students. Work can also be uploaded to Teams by students to enable staff to mark remotely and return. As I am sure you can appreciate, we are dealing with an unprecedented situation, which means we are learning how to make best use of the technology we have available as we go. Microsoft is not really set up for continual remote learning, but we have found a way to upload class groups to create teams to enable students to access online learning should we be forced to close for a substantial period of time. We are in the process of preparing a help guide for students and parents, but in the meantime, your child needs to download the Teams App onto their mobile phone or electronic device.

Just a reminder that Hegarty Maths and GCSE Pod are also fantastic proven methods of revision. Your child should already be using these learning platforms, but please encourage this, as students need encouragement to challenge themselves to learn and revise the aspects they find more difficult.

My next correspondence with you will provide details of how to access and use Microsoft Teams. In the interim, I would appreciate it if you could support us in the steps taken thus far.

Step 3

Music and Technology practical deadlines are imminent. If your child has not finished their music composition or timber project then I would encourage the students to spend as much time after school as possible in the next few days working with staff at school. This needs to be prioritised over other subjects at present to ensure work is completed on time.

Please keep sending your child to school until further notice.

Thank you in anticipation for your support

Yours sincerely,



Claire Robbins

Headteacher