

*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."  
 Ofsted*

31<sup>st</sup> December 2020

Dear Parent/Carer,



I hope you and your families are in good health and are adjusting to recent Government announcements over the Christmas period.

In my previous letter dated 23<sup>rd</sup> December, I highlighted that there may be changes to the staggered start to school after the Christmas holiday. Yesterday, as you are all probably aware, the Government issued new guidance for the reopening of all schools in January. Please find below details of how this will affect your son/daughter.

**Please be aware that vulnerable children (children with a social worker and children with an EHCP) and children of key worker parents in all year groups will be able to attend school full time from Monday 4th January.**

Please note the details and arrangements below for each year group. Please can I ask that you read through these arrangements carefully with your son/daughter.

Week	Date	In School	At Home (Remote Learning / Online Lessons)
1	Monday 4 <sup>th</sup> January – Friday 8 <sup>th</sup> January	All vulnerable and key worker children (in year group classrooms)	<ol style="list-style-type: none"> <li>Years 11 &amp; 13 will have access to online lessons at home and will follow their normal timetable.</li> <li>Year 12 HSC/ICT &amp; Business Studies Exam Groups Only will have access to online lessons at home.</li> <li>Years 7-10 and Year 12 will have access to remote learning resources (please see page 2 of letter for further details).</li> </ol>
2	Monday 11 <sup>th</sup> January - Friday 15 <sup>th</sup> January	<ol style="list-style-type: none"> <li>All vulnerable and key worker children (in year group classrooms)</li> <li><b>Year 11 &amp; Year 13 in school</b> following their normal timetable.</li> </ol>	<ol style="list-style-type: none"> <li>Years 7-10 and Year 12 will have access to remote learning resources (please see page 2 of letter for further details).</li> <li>Year 12 ICT &amp; Business Studies Exam Groups will have access to online lessons.</li> </ol>
3	Monday 18 <sup>th</sup> January onwards	All Year Groups in school following their normal timetable.	

*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."*  
 Ofsted

### Year 12 Exam Groups:

The Government has announced that all external vocational exams will continue as normal. Year 12 students studying Health and Social Care, Business Studies and ICT will have access to online lessons (at home) in preparation for sitting their Level 3 External Exams. **These students will still need to attend their actual exams in school** on the following dates:

Subject	Date & Day	Time/Periods
Health & Social Care	Friday 8 <sup>th</sup> January: Unit 1 Exam	12.15pm-3pm
Business Studies	Wednesday 6 <sup>th</sup> January: Unit 2 Exam	9am - 1, 2, 3a

### Year 13 Exams:

- All Year 13 students will have access to online lessons from 4<sup>th</sup> January.
- Year 13 Health & Social Care students will need to attend their Unit 4 Exam on **Wednesday 6<sup>th</sup> January: 9am.**
- All Year 13 students will be in school from Monday 11<sup>th</sup> January and will follow their normal timetable and sit any further external exams as scheduled that week.

### In School – Monday 4<sup>th</sup> January:

- All vulnerable children and children of key workers will be organised into year group bubbles and will be provided with relevant work.
- Normal school arrangements and our rigorous risk assessment will still apply.
- Please see link which clarifies classifications of key workers [Critical workers and vulnerable children who can access schools or educational settings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### At Home – Monday 4<sup>th</sup> January:

- Years 11 and 13 will have access to online lessons and follow their normal timetable schedule.
- Years 7, 8, 9, 10 and Year 12 non-exam students will have their work posted on their Subject 'Teams' site and Sharepoint page for all of their lessons.

### In School – Monday 11<sup>th</sup> January:

- All vulnerable children and children of key workers will be organised into year group bubbles and follow remote learning resources learning resources on Teams.
- **ALL Year 11 and 13 students will be in school** for face to face teaching and will follow their normal timetable, in their normal classrooms and year group zones.

### At Home – Monday 11<sup>th</sup> January:

- Years 7, 8 and 9 students will have access to remote learning resources which will be posted on Teams with clear instructions on what to complete and by when.
- Year 10 and Year 12 students will complete online learning resources which will be posted on Teams with clear instructions for all of their exam subjects.

### Monday 18<sup>th</sup> January:

- All students in school for face to face teaching – all students following their normal timetable.



*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."  
Ofsted*

### **In School – Organisation & Expectations (when in school):**

In order to fully comply with Government guidance and Public Health advice, and to ensure a safe environment for students and staff, students will continue to follow the agreed risk assessment and pre-existing arrangements and organisation. Students will follow their existing timetable in year group bubbles and zones. All students should maintain social distancing rules with other students and staff and must continue to wear face masks in communal areas, at all times. Current year group arrival times, exits and entrances, dismissal times will stay the same and current arrangements for break and lunch time will remain in place.

The school's Behaviour Policy has been updated on the school website to include expectations of student conduct relating to Covid-19. Any student who is unable or unwilling to maintain social distancing or who may put others at risk with unacceptable behaviour will be asked to leave school site after parents have been contacted and consequences will be discussed with the Headteacher.

### **At Home – Organisation and Expectations (when working from home):**

#### **Week 1: 4<sup>th</sup> to 8<sup>th</sup> January – Years 11, 13 & Year 12 exam groups (HSC/BS/ICT):**

- During the week that students are learning from home, Year 11 and Year 13 students (and Year 12 HSC/ICT/BS Exam Groups) will be expected to follow their normal timetable. This will be an online timetable which means that students will be expected to log onto Microsoft Teams and either access live online lessons, or pre-recorded materials and activities or complete work on their Teams Assignments/School Sharepoint (not Frog).
- **Lessons:** All students will be expected to log onto their lesson at the start of the normal lesson time. Students will be registered every lesson.
- All homework will be set and marked through assignments on Teams and posted on Sharepoint
- The online learning timetable may include a range of activities and may not be the same for all subjects and could change throughout the week, depending on where students are at in the subject curriculum. Teachers will guide students on what needs to be done.
- Years 7, 8,9 and 10 and Year 12 non-exam groups: During this week students who are working from home, will have their work posted on their Subject 'Teams' site and Sharepoint page for all of their lessons.

#### **Week 2: 11<sup>th</sup> to 15<sup>th</sup> January – Years 7, 8, 9, 10 and Year 12:**

##### **Years 7, 8 and 9:**

- During this week students who are working from home, will have their work posted on their Subject 'Teams' site and Sharepoint page for all of their lessons.
- Clear instructions will be given on what work needs to be completed and by when.
- Students will not be expected to log onto their lessons but to access their work through their Subject 'Teams' site. Students should be encouraged to follow their timetable.

##### **Years 10 and 12:**

- During the week that students are learning from home, Year 10 and Year 12 students will be expected to follow their normal timetable. This will be a combination of online lessons and/or



*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."*  
**Ofsted**

access to pre-recorded materials and activities or the completion of work on their Teams Assignments/School Sharepoint (not Frog).

- **For Online Lessons:** students will be sent an invite if they are required to attend an online live lesson so they will need to check their emails and Teams calendar on a daily basis. Students will be registered for every online live lesson.
- All homework will be set and marked through assignments on Teams and posted on Sharepoint
- The online learning timetable may include a range of activities and may not be the same for all subjects and could change throughout the week, depending on where students are at in the subject curriculum. Teachers will guide students on what needs to be done.

#### **All Students from Monday 11<sup>th</sup> January:**

- **Registration:** All students who are working from home **must** register with their tutor using their TUTOR TEAMS INVITE at 8.45am every morning. This will finish at 9am.
- With an increased use of different online learning platforms and in particular the use of Microsoft Teams, student's conduct will still need to follow normal classroom rules and expectations. Failure to follow the student code of conduct will result in a student being removed from the online session and may result in them being unable to attend future sessions.

I do appreciate that there has been so much change and uncertainty over the last few weeks and we are all trying to balance the concern between protecting health and continuing education. As mentioned in my previous letter, please try and encourage students to plan and maintain a positive learning routine. Again, we do understand that this may prove challenging for some families as they continue to juggle so many different competing priorities. We must remember that balance is important here as you adapt to your own personal circumstances. Please try and encourage your children to complete as much of the weekly work set as possible and to keep in touch with their teachers. What is most important at this time is that children maintain as much of a learning routine as is possible which reflects their normal school day.

#### **Free School Meals for students working from home:**

Whilst students are working from home during the first two weeks of term, parents will be provided with vouchers from the school for Tesco for the value of £15 per week per child. These will be issued to parents as soon as we are able during the first week back.

For students in school during the week beginning 11<sup>th</sup> January the canteen will operate as normal.

#### **COVID Testing in school:**

On the last day of term, the Government announced their intention to allow all secondary schools the opportunity to offer lateral flow testing to staff and pupils. On Wednesday 30<sup>th</sup> December all schools received an outline of what this will involve. The Department for Education has reported that schools will start to receive testing kits from Monday 4<sup>th</sup> January and schools should use the



*"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."  
Ofsted*

first week of term to plan and train relevant staff on the implementation of the Government Testing Programme. Please rest assured that I will write to you again in the first week back about our response to the proposal, and, that nothing will go ahead in school without your full knowledge and consent.

If you have any questions or concerns regarding working at home, free school meals or the timetable provided, please email: [info@pks.coventry.sch.uk](mailto:info@pks.coventry.sch.uk) where your query will be passed onto the relevant member of staff.

If you have any concerns about ICT or are struggling to 'join TEAMS' then please email [ICTSupport@pks.coventry.sch.uk](mailto:ICTSupport@pks.coventry.sch.uk).

Please do not forget that we are here to try and help you as much as we can so please let us know how we may support you further.

Thank you for your continued support and please stay safe and healthy.

Kindest regards.

Yours sincerely



Mr Clayton  
Headteacher