

"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."
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23rd December 2020

Dear Parent/Carer,

I hope you and your families are well and are coping during these difficult and challenging times.



My apologies for the lengthy letter – there is a lot to cover and I wanted to have it all in one place for the convenience of parents and carers

As you will be aware from recent media reports, the Government announced on Thursday 17th December that all schools across the country are being asked to operate a staggered start to the new school year in January. This staggered start will begin on **Monday 4th January 2021**. This will mean that the school will be open for face to face teaching for exam groups only (Years 11,13 and some Year 12) and the rest of the school will have access to their full timetable through remote learning from home. **Please be aware that vulnerable children (children with a social worker) and children of key worker parents in all year groups will be able to attend school full time from Monday 4th January and will follow their timetabled lessons as normal.**

Please note that the landscape is changing very frequently at present, and, at, the time of writing, these are the arrangements for the start of the term. If the Government makes further announcements regarding the opening of schools across the country, then I will write to you all immediately and post information on the school website.

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

| Week | Date | In School | At Home (Remote) |
|------|--|--|--|
| 1 | Monday 4 th January – Friday 8 th January | Years 11 and 13 Year 12 exam classes noted below: ICT Business Studies Health & Social Care. All vulnerable and Key worker children | Years 7/8/9/10/ Year 12 (except Year 12 HSC/ICT & Business Studies Exam Groups) |
| 2 | Monday 11 th January onwards | All Year Groups in school. | None |

Year 12:

All Year 12 students will have access to remote learning from home **except** Year 12 students who have actual exams in the first two weeks in January. These are Health and Social Care, Business Studies and ICT students.



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Their timetable for face to face teaching from **Monday 4th January – Friday 8th January**, in school is as follows:

| Subject | Date & Day | Periods |
|--------------------------|--|-------------|
| Health & Social Care | Thursday 7 th January: Lessons | All Day |
| | Friday 8 th January: Exam only | 12.15pm-3pm |
| ICT 12IT/2 | Tuesday 5 th January: lessons | 1, 2 & 3a |
| | Thursday 7 th January: lessons | 4 & 5 |
| ICT 12IT/1 | Thursday 7 th January: lessons | 1, 2 & 3a |
| | Friday 8 th January: lessons | 4 & 5 |
| B. Studies 12a/BS1 | Monday 4 th January: lessons | 1, 2 & 3a |
| B. Studies 12a/BS2 | Tuesday 5 th January: lessons | 4 & 5 |
| B. Studies 12a/BS1 & BS2 | Wednesday 6 th January: Exam only | 1, 2 & 3a |

In School – Organisation and Expectations:

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. All students will continue to have their subject specialist teachers.

At Home – Organisation and Expectations:

- During the week that some students are learning from home students will be expected to follow their normal timetable. This will be an online timetable which means that students will be expected to log onto TEAMS and either access live online lessons, or pre-recorded materials and activities or complete work on their Teams Assignments/School Sharepoint (not Frog).
- 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.
- **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 so that students are able to prepare for their first learning period.
- **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



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- 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.

Timings of school day:

The timings of tutor time and lessons will mirror their existing timetable whether students are in school or accessing learning from home:

| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 |
|-------------|----------|----------|----------|----------|----------|----------|
| 08.45-09.15 | Tutor | | | | | |
| 09.15-10.15 | Period 1 | | | | | |
| 10.15-10.30 | Break | | | | | |
| 10.30-11.30 | Period 2 | | | | | |
| 11.30-12.15 | Lunch | Period 3 | Lunch | Lunch | Period 3 | Period 3 |
| 12.15-13.00 | Period 3 | Lunch | Period 3 | Period 3 | Lunch | Lunch |
| 13.00-14.00 | Period 4 | | | | | |
| 14.00-15.00 | Period 5 | | | | | |

We know that this is a worrying and uncertain time for us all, as we try and balance the concern between health and education. What we do know is that students have made an exceptional start since returning in September and have adjusted incredibly well. They have learned how to be resilient and have also grown in confidence in using remote learning tools such as Microsoft Teams. All of these things are important as we try and navigate our way through our next challenge. I am aware that many students, with the support of their parent/carers, will be trying to maintain a learning routine and environment but this may prove challenging for some families as they continue to juggle work commitments, childcare and some might be looking after relatives. 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

During the week beginning 4th January the following provision will be in place.

Free school meals (sandwich box) will be available for collection from school for students eligible for free school meals and working from home. Students should report to student reception at the following times to collect their lunch; Years 7, 9 and 10 between 11.30 and 12.15; Years 8, and Year 12 working from home, between 12.15 and 1.00pm.

For students in school during the week beginning 4th January the canteen will operate as normal.



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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. The Department for Education has reported that schools have received some detail of how this might work. Please be advised that, as yet, we have received no testing kits in school and, due to the lateness of the announcement, I have had no time to discuss a potential process with either Trust or school colleagues. 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 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.

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,



Mr Clayton
Headteacher