



18 September 2020

Dear Parent/Carer

Contingency planning for possible school closures and provision for remote learning

We continue to be very relieved to have our students back in school. The atmosphere around the building is very positive. Lessons are purposeful and characterised by great engagement from the students and we hope this can continue through the year. It would be naive, however, not to put in place planning in case we do have to close partially or fully, and the purpose of this letter is to outline how we would respond to a number of closure scenarios.

1. Partial closure due to staff absence

We are already experiencing increased levels of staff absence from school. Whilst we were promised by the government a fast and effective testing system to support schools opening fully, you will be aware that the testing system is not yet working as it should. This means that any precautionary staff absences (for example temporary self-isolation whilst waiting for a test result for either themselves or one of their household) are taking many days to resolve. We have to operate the school safely and effectively and after reviewing and conducting a thorough Risk Assessment, we have determined that if we have student-facing staff absence at **15%** or more, we **may need to take the decision to run a partial school closure timetable**. This would take the form of a year group being asked to stay at home for one day per week. In order to help parents make potential plans we have decided to be clear with you, from the outset, which year groups would be asked to stay at home on which days. Students at home would access learning remotely (see below).

Monday	School closed to year 11
Tuesday	School closed to year 9
Wednesday	School closed to year 8
Thursday	School closed to year 10
Friday	School closed to year 7

2. A year group is sent home for a period of days due to a positive test

In this scenario, we would be guided by the public health authorities as to how long students would have to stay away from school. They would access learning remotely (see below).

3. The school is asked by the authorities to introduce a rota system to reduce the number of students in school

This scenario would be triggered under "Tier 2" of the governments [CONTAIN strategy](#) to contain and reduce Covid infection in localised areas. In this scenario, we would direct students to attend school for one week, and then work from home, accessing learning remotely (see below) for one week:

Week A	School closed to year 8 and year 10
Week B	School closed to year 7, year 9 and year 11

In this scenario, we would continue to operate a full time “Special provision” school for children of key workers and/or other groups as directed by the government.

4. The school is asked by the authorities to close the school to all year groups

This scenario would replicate the lockdown we experienced earlier in the year. Although the school would be closed to all year groups, we would continue to operate a full time “Special provision” school for children of key workers and/or other groups as directed by the government. Students at home would access learning remotely (see below).

Our approach to remote learning

In all the above scenarios, we will move to a **remote learning model** for any students unable to attend school. Our plan is that:

- Affected students will be asked to access learning through Google classroom, following their **normal timetable** and at the **correct times of the day**.
- We aim that 50% of those lessons will have some element of live and/or direct teaching. All arrangements for this will be given through Google Classroom.
- The remaining 50% of lesson time will consist of independent working activities, again all distributed via Google Classroom.

We have been working hard with students this week to get them all set up with google classrooms for each of their lessons. All of the access codes for students are also available within the overall relevant year group Google Classroom class codes are as follows:

Year 7	fjfxhed
Year 8	ga52pnc
Year 9	2z7mk22
Year 10	mzdmi7w
Year 11	yqlaljm

We learnt a tremendous amount during lockdown about what does and does not work with remote learning. We want to increase the amount of direct teacher instruction and ensure that there are live elements to learning in order to encourage feedback, questions etc. We think that our approach will strengthen further the quality of our provision and therefore the educational experience of your child, despite them having to work away from school.

We will also implement the principles of the behaviour and attendance policies. Temporary addendums have been added to these policies and can be found on our website [here](#).

If it is necessary to move to remote learning under any of the scenarios above, we will write with more specific guidance. Our plan for remote learning will require students to have a suitable device and internet access. If this plan would provide severe difficulties to you, then

please contact your child's Head of Year, via the school office, to alert them of this. We have access to digital learning programme which may be able to assist families most in need.

Individual students who are isolating

Finally, we already have a number of students who are not able to attend school because they are isolating as a precautionary measure and we envisage that this situation will continue for some time. In this scenario, we would ask students to access online work via the codes above and those given to them by teachers. Staff will ensure that current lesson materials and directions are copied into the relevant Google Classroom so that students at home can access the learning materials. If you have any concerns with accessing work, then please get in touch with your child's tutor or head of year and we will try to resolve these issues as quickly as possible.

I hope that we will not have to implement these measures and I will do all that I can to keep students in school, however I also hope that this gives you some reassurance that if we have to partially or fully close we have our planning in place.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr A Johnson', with a horizontal line extending to the right.

Mr A Johnson
Headteacher