

8 December 2020

Dear Parent/Guardian

Rota arrangements for 9-14 December 2020

Thank you for your ongoing support over this difficult term. In comparison with many schools, we have done very well to keep student and staff isolation to the minimum and to keep the school open and operating throughout the term.

As the weeks have moved on, however, our staffing situation has become more difficult as an increasing number of staff have had to isolate either due to the small number of positive COVID cases we have had in school, directions from the test and trace service or the knock on effects of family members and children having to isolate. Every day we are working very hard to ensure that we have sufficient staff in school to provide adequate supervision and to maintain the quality of our provision and I must take the opportunity to pay tribute to our hard-working staff team who have gone above and beyond their normal duties and teaching hours to step in to support our students so magnificently.

We can, however, only do so much. We know that we will have around 25% of teaching staff out of school each day for the next four school days. So, reluctantly, I have taken the decision that we must move to year group rotas in order to keep the school open. This means that between Wednesday 9 December and Monday 14 December (inclusive), one year group per day will be asked to work remotely and to not attend school. Currently we believe that staffing levels will improve from Tuesday 15 December so we plan to return to normal operations from that date and, hopefully, for the remainder of the week.

We will follow this plan:

Wednesday 9 December	Year 9 will move to remote learning and not attend school
Thursday 10 December	Year 10 will move to remote learning and not attend school
Friday 11 December	Year 7 will move to remote learning and not attend school
Monday 14 December	Year 8 will move to remote learning and not attend school

At this stage there are no plans to revert to online learning for Year 11 students, they will attend school as normal.

For children of keyworkers and other qualifying students, our in-school special provision will be available on the day that the rest of the year group has moved to remote learning. In special provision, students will be supervised in school to complete the remote learning lessons on google classroom. If you would like to apply for a special provision place please complete to online form [here](#). **Please note however that any students who have been asked to isolate or are awaiting test results for themselves or a member of their household must not attend.**

If your child is eligible for free school meals and you would like to collect a packed lunch on the day that they are not attending school, please complete the form [here](#). **Please note that the lunch will need to be collected from main reception between 10:00-11:00am.**

On the day that they have moved to remote learning, students should follow their normal timetable for the day. Work will be posted on their Google Classroom and will include a mix of independent work and live lessons. Students will also be expected to join their tutor group at the start of the day to check in with their tutor. If you have any specific concerns about accessing work, please get in contact with your child's Head of Year via the school office. Other guidance about our approach to remote learning can be found on our website [here](#).

Thank you for your understanding and, of course, I apologise for any inconvenience that this situation may cause you or your family. These are hard decisions to take when all we really want to do is to have our students in school to teach them.

Yours sincerely



Mr A Johnson
Headteacher