



5 January 2021

Dear Parent/Guardian

As promised, I am writing with further information about how we are planning to support your child's wellbeing and education during the lockdown period and a number of other matters.

Tutor Time/Assembly – the start of each day

Daily, at **8:45am**, students will be expected to join tutor time sessions via their tutor Google Classrooms. This will be a synchronous (live) session where tutors will check in with students to:

- Share key messages for the day;
- Give them the opportunity to ask question and seek support;
- Develop a routine and ensure they are ready to learn.

Assemblies

During one of these tutor sessions per week, we will be running an online assembly. Students should use the google meet link in their year group support page to join. This will give them a chance to get key information and messages from their head of year, and to ask any further questions. Assemblies will run on the following days from next week:

Mondays	Year 8
Tuesdays	Year 7
Wednesdays	Year 11
Thursdays	Year 9 and Year 10

Guidance and Support Evenings

I am sure that many of you have questions regarding the lockdown, remote learning and future plans for examinations. We will therefore be running presentations to each year group for parents and students next week. These will be run by members of the Senior Leadership Team and Heads of Year to give guidance on our expectations for learning, offer parents the opportunity to understand how best to support students at home and to answer further questions. Letters with invites to these virtual presentations will be sent out to you later in the week.

Seeking support virtual

During this lockdown period, students can seek support many ways:

- through their tutor during their morning check ins;
- from their subject teacher through Google Classroom or Gmail;
- from their Head of Year through the Google Classroom support page;
- Using the Class Charts wellbeing facility to express concerns or worries.

Alternatively, you and your children can get in contact with the school via email or phone.

Wellbeing

We are actively encouraging students to check in daily to let us know how they are feeling through tutor sessions and via the wellbeing section on Class Charts. The wellbeing tool is constantly monitored and allows staff to keep track of how are feeling. If any concerns are raised this gives the school the opportunity to contact students via a phone, to offer any necessary support.

Engagement in Learning

We will also be monitoring how well students are engaging in their learning; this is to ensure that despite not being in school students are continuing to actively engage and access their work and continue to make progress.

We will continue to offer house points and these will continue to be shared through Class Charts. We will also be monitoring when students haven't attended lessons and/or not handed in work. If students are having any issues with engagement in lessons, please do contact school through the methods listed above.

Remote learning this week

As per our original plan for this week, Year 11 will continue to follow our remote learning plan with 50% live lessons. Years 7-10 will not receive live lessons this week and will be set online work through Google Classroom. Moving forward, from **Monday 11 January**, all students will follow our remote learning contingency plan (Level 5) as published on our website. Our remote learning planning is [here](#) and you may find our special micro-site "[how to win at remote learning](#)" to be of use.

Summer Examinations

I am sure the government's announcement that there will be a change to the summer examinations will have caused much concern, especially to our Year 11 students. As yet we have no information about this, but I will update you as soon as we know anything. Meanwhile we will continue to support Year 11 students and encourage them to continue their excellent work focus and work ethic.

Free School Meals

Food parcels can be requested for the closure period if your child is eligible for free school meals. Please note that food parcels will be issued on a weekly basis and will need to be collected from the school reception. Please note that food parcels cannot be requested if your child is attending the special provision (as they will receive meals during the school day). If you are unsure if your child is eligible for free school meals, please contact us on meroffice@maidenerleghtrust.org. If your child is not currently eligible to free school meals but you feel that they may now be due to a change in circumstances, please complete the application form available on our website - [Free School Meals](#)

To request a food parcel, please complete the form [here](#).

Testing

We are planning to continue to roll out our testing programme. Whilst the mass testing element has been put on hold until school reopens, we are planning to offer testing to staff and students in our special provision. For the school to be able to test your child, consent needs to be given. If you haven't yet done so, please complete the consent form [here](#).

COVID Risk Assessment

As a part of our planning, we will be updating our school COVID Risk Assessment and I hope to publish this in the next few days on the school website. I will let you know when this is available.

The death of Olly Stephens

We have all been deeply saddened by the news of Oliver (Olly) Stephens' untimely death on Sunday. Our deepest condolences go out to his family and friends and to our friends and colleagues at Highdown school where he attended.

As part of the Reading community, we should be doing all we can to help the police with their investigation and to support Olly's friends and family at this very difficult time. There has been a significant amount of conjecture and speculation shared on social media about the incident which has not been helpful, and so Thames Valley Police has asked that, if you do have or are sent any images, footage or information, not to share it on social media but to report it to them instead. You can call 101 or go online (www.thamesvalley.police.uk), quoting reference 43210002635. Or, if you wish to remain anonymous, you can contact the independent charity Crimestoppers on 0800 555 111 or online.

Finally, you have my word that we will continue to work hard to support your son or daughter in any and every way possible during the challenges of this lockdown period which looks as though it will continue at least until February half term. Please do contact the school if you have any questions or need further assistance in any way

Yours Sincerely



Mr A Johnson
Headteacher