

13th December 2020

Our Ref: HT.KH

Your Ref:

Dear Parents/Carers,

Re: Bubble Closure – Year 12

There has been two confirmed cases of COVID-19 in your child's year group. As you will be aware, your child's year group or 'bubble' has been closed.

The school will continue to support your child's learning using the remote learning platform called Microsoft Teams. This is the same platform that was used during lockdown. Your child's login for Microsoft Teams is the same as the login they use for the school network (their school email and their password).

The expectations of learning from home are as follows:

- Your child must follow their **normal timetable**, when there are no lessons on their timetable, Year 12 students are expected to be completing independent study
- Students should log on to the 'Live' Teams lesson shared with them by their class teacher.
- Your child will be expected to be online, during the times indicated on the attached timetable. During this time, their teacher will deliver the 'live' lesson and will instruct the students with regards what work should be completed.
- In some subjects work maybe to carry on with their previous set in class assignments, other subjects may request students submit assignments via the assignments section in Teams. All students are expected to meet the deadlines set by their class teacher.
- Your child is expected to collaborate with other students in their class using the 'post' function in their subject team. This will provide the opportunity for your child to discuss the work with others.
- On Tuesday your child will be expected to log in to speak with their tutor as per the online timetable below

If you child does not attend their allocated online session and do not submit their work when required, a member of the year team will contact you directly a part of a 'safe and well check'.

Timings for your Child's Day (Year 12):

Timings	Lesson / Activity
9:10 – 10:10	Lesson 1
10:10 – 10:30	Break
10:30 – 11:30	Lesson 2
11:30 – 12:30	Lesson 3
12:30 – 1:00	Lunch
1:00 – 2:00	Lesson 4
2:00 – 3:00	Lesson 5

Online Learning Code of Conduct

Students should:

- Check their timetable to know when they should be online to watch posted lessons and when their allocated time is to speak to their teacher
- Be on time for all allocated times to meet with their teacher
- Not be doing other activities (e.g. music, games, playing with their phone) during sessions
- Always use their proper name, not using nick names when posting in their subject teams
- Only type and post messages that are related to the subject and are sensible
- Not record or take screen shots of the screen while working online
- Behave with respect towards others, at all times

Parents/carers should:

- As far as possible, ensure that your child has an appropriate space in which to work/login to Microsoft Teams and any other online learning platforms
- Remind their child of the appropriate way to behave while working online and only post comments that are related to the subject and are sensible
- Ensure there are parental controls on any device your child is using for help with this, please follow this link: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/parental-controls/>
- Know how to keep children safe online. The government's guidelines on this is here: <https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

Best wishes,

Helen Tanner
Acting Principal



Post 16 school closure timetable

You will work for the same number of hours at school.

You will need to be **online with your teacher on Teams for all timetabled sessions. Your teacher will then direct you to either independent study task or a taught lesson**

You will need to be online with your tutor Tuesday afternoon at 3pm

You need to follow the timetable for each day as shown below.

MONDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00
YEAR 12	12B/Bi SPA online	BREAK	12D/Ar EVA online	12E/Dr online ELE	LUNCH	12C/Gg CWR online	12A/Bu online KMI
	12B/Mu CBU online		12D/Ch MBY online	12E/En online JED		12C/Hs PBL online	12A/Da online LMI
			12D/Cr online SBA	12E/Hs online MRO		12C/IT ADA online	12A/Hi ARI online
			12D/Sp online DTR	12E/Ma Online PRI		12C/Ph DAL online	12A/Ps online SWI
				12E/Sp online APA			12A/ExEn online LCA

TUESDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00	Tues Reg
YEAR 12	12B/Bi HHA online	BREAK	12A/Bu KMI online	12E/Dr ELE Online	LUNCH	12C/Gg online LPR	12C/Gg JDA online	12A Tutor ADI
	12B/Mu CBU online		12A/Da LMI online	12E/En JED online		12C/Hs online PBL	12C/Hs MR O online	12B Tutor KMI
	12I/Ex online RDO		12A/Hi EWA online	12E/Ma RKU online		12C/IT online ADA	12C/IT AD A online	12C Tutor LPR
			12A/Ps SWI online	12E/Sp APA online		12C/Ph online DAL	12C/Ph JCA online	
			12A/ExEn LCA online					

WEDNESDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00
YEAR 12	12E/Dr ELE Online	BREAK	12D/Ar online ADI	12A/Bu KMI Online	LUNCH	12D/Ar JCL online	12B/Bi online HHA
	12E/En RDO online		12D/Ch MBY Online	12A/Da LMI online		12D/Ch KHR online	12B/Mu CBU online
	12E/Hs online SRI		12D/Cr SBA online	12A/ExMa online SWA		12D/Cr SBA online	12ExMa online BKN
	12E/Ma PRI online		12D/Sp LPA Online	12A/Hi online ARI		12D/Sp DTR online	
	12E/Sp JLE online			12A/Ps SRI online			

THURSDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00
YEAR 12	12A/Bu KMI online	BREAK	12E/Dr ELE online	12D/Ar JCL online	LUNCH	12C/Gg CWR online	12D/Ar ADI online
	12A/Da LMI online		12E/En online RDO	12D/Ch MBY online		12C/Hs MRO online	12D/Ch online KHR
	12A/Hi EWA online		12E/Hs PBL online	12D/Cr SBA online		12C/IT ADA online	12D/Cr SBA online
	12A/Ps SWI online		12E/Ma PRI online	12D/Sp LPA online		12C/Ph JCA Online	12D/Sp LPA online
			12E/Sp JLE online				

FRIDAY INSET

