

12th December 2020

Our Ref: HT.KH

Your Ref:

Dear Parents/Carers,

Re: Bubble Closure – Year 13

There has been a confirmed case 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 13 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 13):

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 13	13C/Ch KHR online		13L/Cc MRO online	13F/Pm MTO		13F/Pm MTO	13B/Bi HHA online
	13L/Cc MRO online		13M/Ma BCR online			13R/Hs MRO online	13H/Hs MRO online
	13S/Sp LPA online		13O/Hi ARI online				13P/Ph JCA online
			13S/Sp APA online				

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 13	13L/Cc MRO online		13B/Bi SPA online	13H/Hs MRO online		13A/Ar JCL online	13A/Ar Online EVA	13A/TU HHA Online
	13O/Hi ARI online		13R/Dt Online OMO	13M/Ma Online WAY		13C/Ch MBY online	13C/Ch Online KHR	
			13E/EI Online MTO			13P/Ph JCA online	13F/Hs online MRO	
						13S/Sp Online DTR	13G/So Online SRI	

WEDNESDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00
YEAR 13	13A/Hs MRO online		13B/Bi HHA online	13L/Cc Online MRO		13C/Ch Online MBY	13E/EI Online JED
	13G/So SWI online		13G/So SRI online	13S/Sp Online JLE		13D/Da Online LMI	13M/Ma WAY online
	13B/Bi online SPA		13R/Dt online OMO			13H/Hs Online SRI	13S/Sp DTR online
	13R/Dt OMO online					13O/Hi Online ARI	

THURSDAY

	9.10-10.10	Break	10.30 - 11.30	11.30 - 12.30	Lunch	1.00-2.00	2.00 - 3.00
YEAR 13	13C/Ch Online MBY		13D/Da CGE online	13B/Bi Online SPA		13G/So Online SWI	13E/EI JED online
	13H/Hs Online SRI		13M/Ma Online WAY	13D/Da Online LMI		13P/Ph online DAL	13F/Hs MRO online
	13O/Hi ARI online		13O/Hi Online ARI	13P/Ph Online DAL		13S/Sp Online LPA	13M/Ma WAY online
				13H/Hs MRO online			13S/Sp DTR online

FRIDAY - INSET

