

EBE/srg

1st June 2020

Dear Parents/Carers,

We hope you have had a lovely, relaxing half term and that you and your family are safe and well.

We have been working very hard behind the scenes to confirm the arrangements for the partial return of Year 10 students. We never closed as a school and have been running a provision for our key worker children since the start of lockdown. Our new plan has to ensure that the key worker children can continue to come in safely and not cross paths with any other students returning.

We have put together a very short video which shows you the arrangements for Year 10 from Monday, 15th June. We felt it would be easier to share some details below in clear bullet points to support the video. If you do not wish for your child to return at this point and you specified that on the survey, this is fine and you do not need to read the bullet points below. Just a reminder that attendance will not be formally followed up at this point according to government guidance.

If your child will be returning:

- They will be told what am/pm session they will attend each week
- The session will be for 2 hours. There will be a lesson of English and a lesson of Maths – they may not be led by your child's teacher but it will be by a specialist teacher.
- Your child will be with a group of 15 and the group will remain the same for now on. The groups will largely be around ability and English/Maths staff will help determine the best combinations of students. We apologise now if your child is not in a group they would wish to be. There will be no flexibility and swapping and changing allowed.
- He/she must bring the equipment they need for English and Maths lessons. No equipment will be lent out.
- He/she must eat before or after the session. No food can be eaten during the session. However, your son or daughter can bring a bottle of water with them.
- Zero tolerance will be applied to any poor choices of behaviour. If the teaching staff decide your child needs to be removed from the session, then they will need permission from you for the child to leave immediately or wait to be picked up. Senior leadership team will then be in touch about whether your child can attend further sessions. The decision to move away from our behaviour policy is primarily about the safety and wellbeing of all students and staff.
- Attendance is crucial if you commit to this provision and you **MUST** be punctual. We cannot afford for children to arrive at different times due to the limited levels of staffing we will have available. Any issues here and we may reserve the right to remove your child from the provision and provide on line learning instead.

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We are currently finalising our risk assessment for this provision and are happy to answer any questions parents may have. We have asked every parent in the survey if you would be happy to have a meeting with us, so we can talk through any questions you have 'face to face'. After analysing the responses and reflecting on our risk assessment to reduce foot fall through the school, we have decided that these will take place via Zoom. We are also happy to conduct a telephone call if easier. We would just like to confirm that the Year 10 provision will not mix at any point with the key worker group. If your son/daughter is currently in this provision, you will need to decide whether they remain in that or attend this new offer. They cannot do both. We would also like to reassure parents that the am and pm sessions will not overlap and totally different areas will be utilised for each group including toilet facilities. This avoids any cross contamination and allows us to clean effectively after each group have been in.

This is a testing time for all of us right now and we are doing our very best to find our way. This is our current temporary offer and all going well, we can look to expand further. We would rather start small and have your confidence than take any risks with students or staff members. We are reading the advice from government although it has been released rather late in the day when our planning was fully underway. For this reason, we will be asking Governors to approve our plan as detailed above as we believe this provides for our students in the safest way possible.

Zoom Mentor Meeting

The Pastoral team will be in touch to inform you who your mentor meeting will be with by 5pm on Monday. It is most likely to be your child's tutor or a member of the Senior Leadership Team. These meetings will take place from Wednesday, 3rd June – Friday 12th June. Where possible, this will involve 2 members of staff and you will be able to book the meeting in their allocated time slots via the Edulink app for standard Parent Evening meetings. The available times will be variable depending on live learning and other school business the members of staff are currently committed too. There will also be available, a limited amount of appointments after normal school hours. Please contact Mrs Johnson directly cjohnson@willingdonschool.org.uk if you require an after-hours appointment. You will then be sent a Zoom meeting invite code via Edulink email and you will be entered into the meeting at the start of your allocated time slot. If for any reason you are delayed, the members of staff will still allow access but they may need to arrange an alternative time for extended conversations, to prevent delays to the next meeting. Please would parents/carers ensure the following:

- Parents have booked a meeting before 5pm the previous day using the Edulink App (we cannot guarantee you will receive the meeting code for appointments made after 5pm for an appointment the next day).
- Parents/Students will need to download Zoom in advance.
- Parents/Carers/Students to log on and wait in the waiting room until the member of staff permits access. For this occasion cameras can be used but we understand if you prefer to not have the face/face contact. Cameras and audio should be switched on in advance.
- Students should have a parent/carer or an appointed adult with them for the duration of the meeting in a communal part of the household.

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- All participants should be appropriately dressed for a school meeting and all parties to remain respectful throughout the meeting.
- Parents will need to contact the appointed member of staff if they prefer a phone conversation/meeting. Details of which will be provided in advance.

Home Learning

Alongside this provision, we are still offering the on line provision. We will be increasing our live lessons too over the next few weeks. Details are below of the schedule for Year 10 for the first few weeks.

Week 1	9.30 – 10.30	11.00 – 12.00	12.45 – 1.45	2.00 – 3.00
Monday 1st June	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.
Tuesday 2nd June	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.	Staff training Teachers set work for all groups.
Wednesday 3rd June	English live lessons	English live lessons	English live lessons	English live lessons
Thursday 4th June	Maths live lessons	Maths live lessons	Maths live lessons	Maths live lessons
Friday 5th June	Science live lessons	Science live lessons	Science live lessons	Science live lessons

Week 2 onwards	9.30 – 10.30	11.00 – 12.00	12.45 – 1.45	2.00 – 3.00
Monday	English live lessons	Maths live lessons	Science live lessons	English/ maths/ science live lessons
Tuesday	Option subjects. Work set on Edulink.	Option subjects. Work set on Edulink.	Option subjects. Work set on Edulink.	Music live lesson
Wednesday	English live lessons	English live lessons	English live lessons	English live lessons
Thursday	Maths live lessons	Maths live lessons	Maths live lessons	Maths live lessons
Friday	Science live lessons	Science live lessons	Science live lessons	Science live lessons

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Notes for parents and students:

- All live lessons will be recorded and made available to students at the end of each week. This will allow those students who have missed a lesson because they have been in school for the morning or afternoon, to catch up on anything they have missed.
- Students should check their timetables each week in case of any changes to the live lessons schedule, particularly as extra subjects may be added.
- This timetable shows the **days** on which live lessons are taking place for particular subjects. The exact timings of these lessons for each class will be emailed to students in advance of the lesson by the teacher leading the lesson. The teacher will also explain how students log in to the lessons, the rules for behaviour and any equipment/materials that need to be available in the lesson.
- The teacher leading the live lesson may not be the student's usual teacher. This is because some teachers will have to work together so they can teach the whole year group in one day and may be supporting lessons rather than leading them. In addition, some English and maths teachers will be teaching Year 10 groups in school and may not be teaching their usual classes.
- As well as live lessons, students will continue to have work set on Edulink. This means that, as well as having some live lessons each week, students will have enough time every day to get on with the work that has been set in other subjects.
- Students will need to plan ahead to ensure that as well as attending live lessons, all the work that has been set on Edulink has also been completed by the set deadlines.
- If students are unsure of which pieces of work they need to complete in a particular subject, please contact the subject teacher.

The protocol surrounding the introduction of live lessons from Wednesday onwards, will be shared with parents and carers tomorrow. It will be a clear protocol which students must follow with the online lessons. Teacher Unions have made it very clear that delivering on line lessons cannot be an expectation of our staff. Despite this, many of our teachers are prepared to try this although are feeling out of their comfort zone. Hindsight is a wonderful thing and if we had known about this situation we face, we would have course, upskilled staff earlier and provided more technology for our teachers to utilise. Instead, we are having to manage with learning on the job. We therefore ask students and parents for their patience and support with staff who are trying their very best for you all to provide an education at a distance. Staff are rightly nervous about bringing learning into their own homes and knowing that their audience might be parents as well as children to their lessons. They accept that it is going to be hard to deliver the 'perfect lesson' that they all aspire to do in school and now from home. We have to accept that perfection will not happen right now but do our very best to provide what we can. Lastly, we need to remind parents it may not always be your child's teacher that is running a session. We have to be mindful that staff are also supporting in school with key worker children or may be supporting their own children home learning.

As ever, thank you for your support. We hope you all see our efforts of providing the very best we can for every child in this difficult situation.

Best wishes,
Ms Beer
Headteacher

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