

21.10.20

Dear Parent/Guardian,

Firstly, we are looking forward to welcoming all pupils who have been isolating from the 632B bus back to school tomorrow. Following the Welsh Government's announcement on Monday of a short lockdown period of about two weeks, I would like to share our arrangements for our pupils.

As you know, pupils in years 7 and 8 will continue to attend school as usual after half term. Pupils from years 9-13 will not attend for the week between the 2-6th of November, but we will continue to provide lessons for these pupils digitally. Full details of this process are outlined below.

The pupils' responses to the Covid safety measures in place at school are on the whole very positive. We are moving to a period where we all need to conform with these important safety measures. We ask you to stress the importance of these safety measures for your children, as well as ensuring that they do not congregate or meet people from different households outside school. Together we can act in the best interests of all those within the school community.

### **DISTANCE LEARNING GUIDE (during the fire-break lockdown between the 2<sup>nd</sup> -9<sup>th</sup> November)**

Here is a brief summary of the steps we will take to ensure that your child continues to learn should specific groups of pupils need to self-isolate in the future.

- Each department will communicate with your child via Microsoft Teams. For support on how to access Teams, visit <https://www.youtube.com/watch?v=9mHy5OqBFfg> which includes a tutorial by Mr Fletcher.
- We will maintain your child's timetable for the week and conduct online lessons via Teams to explain work and answer any questions from our pupils. Pupils will receive a well-being break of 5-10 minutes at the end of each lesson in order to also reduce their 'screen time'.
- We will record these lessons for any pupils who are unable to join live. If a live lesson is not possible, we will pre-record explanations for your child's work and the recordings will be available on Teams to help your child during that lesson. Teachers will also be available in all of your child's lessons to answer questions through the 'chat' function in Teams.
- Your child's books / workpacks will stay with them during this time. Self-isolation often has to happen very quickly and for this reason, we recommend that pupils keep their work with them so that they can use the resources at home at any time.
- Your child should be confident in using Teams. If not, there are videos explaining how to complete work by Mr Fletcher in every year's Team.
- Departments will agree a way of providing feedback for your child and will do so in accordance with the department's decision after work has been submitted.



Our aim is to ensure that your child continues to have access to their education and guidance from our teachers whilst also staying safe and healthy.

We will not stream lessons in individual cases to pupils in years 7 and 8 if your child is ill or self-isolating while waiting for the outcome of a test or because a family member has symptoms. However, if they are healthy enough to work, pupils are welcome to contact their teachers via SMHW or Teams to accept work. If your



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child is in the 6th Form, it is possible to stream lessons to individuals (however only on the basis they are healthy to work).

#### DIGITAL DEVICES

Our aim is to provide all pupils (who do not have access to a digital device) from years 9-13 with a digital device so that they can continue with distance learning. Naturally, individual situations may well have changed since last year, so we ask you as parents to complete [this questionnaire](#) if your child needs to borrow a laptop to be able to continue with their work.

#### EXAMINATIONS – 6th FORM PUPILS RE-SITTING

Pupils who have registered to re-sit examinations during the week from the 2<sup>nd</sup>-9<sup>th</sup> will continue to do so. These pupils are also allowed to leave the site to travel home safely immediately after their examination. Normal school transport will be available if necessary and we can arrange a safe place for your child to work at school if they do not have return transport.

#### FREE SCHOOL MEALS (FSM):

Pupils who are eligible for FSM will continue to receive them throughout the holiday periods up until Easter, either through a BACS payment or by receiving a weekly food bag. Pupils from years 9-13 who are eligible for FSM will also receive either a BACS payment or a weekly food bag for the week between 2<sup>nd</sup>-9<sup>th</sup> November. If your child is eligible and you have not received an option to receive either a BACS payment or a weekly food bag, please contact Mrs Jayne Bowen by e-mailing [BowenJ129@hwbcymru.net](mailto:BowenJ129@hwbcymru.net), or calling the school. Pupils in years 7 and 8 who are who are eligible for FSM will receive them daily at school.

I hope you will have some time to relax safely as a family over the half term break. If you have any further questions about the above, please do not hesitate to contact the school at any time this week or immediately after half term. Stay safe.

Yours sincerely,

*Simon Davies*



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