

24.09.20

Dear Parent/Guardian,

There seems to be a difficult and challenging time ahead of us all as we work together to stop the spread of the virus in our school community. On the whole, your children's response to the Covid safety measures in school is very good. It is evident that we all need to adhere closely to these important safety measures so that we can protect all those involved in our school community. We ask you to stress the importance of these safety measures for your children, as well as requiring them to avoid congregating or meeting people from different families outside school. Together we can act in the best interests of all those involved in our school community.

There are important issues to be shared with you below which include attendance and also our plans in case specific year groups need to self-isolate, as we have seen happening in secondary schools across Swansea and Wales.

### DISTANCE LEARNING GUIDE (during Covid-19)

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 place work on Show My Homework and Microsoft Teams and communicate with your child on these digital platforms. For help on how to access Teams, visit <https://www.youtube.com/watch?v=9mHy5OqBFfg> where you can watch a great video created by Mr Fletcher.
- Where possible, we will keep to your child's timetable and conduct online lessons through Teams to explain work and answer any questions from our pupils. 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 at any time.
- We recommend that your child's books / work packs 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 giving feedback to 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 his / her education and guidance from our teachers whilst also staying safe and healthy.

### DIGITAL EQUIPMENT

One challenge is that all pupils have suitable digital resources to be able to continue to work from a distance. During the pre-summer lock down period, we were able to share over 120 laptops with pupils to support them to be able to continue working remotely. We kindly ask parents to ensure that their children return these laptops as soon so that we can update them.

Naturally, individuals' situations may well have changed since this time, so we ask you as parents to complete [this questionnaire](#) if your child needs to borrow a laptop to be able to continue to work from a distance should pupils be forced to self-isolate for a period. Receiving all of the laptops back gives us the opportunity to



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share these valuable digital resources with pupils who will need them to work remotely if required to self-isolate.

#### ATTENDANCE:

It is great to see so many pupils back in school and that the vast majority have settled back into school life really well. Unfortunately, a small minority have missed school days unnecessarily and we are working with these pupils / families. I would like to remind everyone that it is now compulsory for all pupils to attend on a daily basis (from the 14<sup>th</sup> September) and we encourage all pupils to attend school every day, unless there is a very good reason for not doing so. Pupils have already missed a lot of school over recent months and it is vital that they make every effort to attend daily for their academic progress, as well as their own personal wellbeing. If you are unsure if your child should attend school, please refer to this [useful guide](#).

We work closely with our Education Welfare Officer (EWO) Mrs Rhiannon Smith, and if there are concerns about a pupil's wellbeing or attendance, we often refer families and pupils to Mrs Smith for support via a phone call or home visit.

If you have any concerns or queries regarding the above, please contact your child's Leader of Learning (below) or myself.

Yr7 – Mrs Angharad Stephen

Yr8/KS3 – Miss Heledd Clarke

Yr9 – Mrs Rhian Davis

Yr10 – Mrs Naomi Tootill-Evans

Yr11/KS4 – Mr Chris Jones

Sixth Form – Mr Ben Davies

#### ARRANGEMENTS FOR DROPPING PUPILS OFF IN THE MORNING

Thanks to the vast majority of our parents / guardians who follow our safety expectations when dropping off your child at school each morning. I would like to remind all parents of these arrangements that are in place in the interests of the safety of all our pupils.

- **No vehicle should travel at a speed exceeding 10mph.**
- Please pull into the pavement safely to drop your child off. This ensures that no other vehicle passes you on the inside, where your child will try to cross!
- In addition, pulling in as close to the front of the queue as possible will ensure that traffic flow continues to move smoothly and safely and avoids long congestion along the lane to the school and out to the main road.
- The school will not open until 08:15. This needs to be considered on rainy days to save your child getting wet in the morning.

If you have any further questions about the above, please do not hesitate to contact the school at any time.

Yours sincerely,

*Simon Davies*



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