Dear Parents and Carers

I am writing to you in relation to our revised Term 5 learning offer at Brooke Weston Academy. It is incredibly important that all students engage with online learning this Term, and following on from the parental survey, we have further updated our Teaching and Learning online procedures.

As highlighted in the previous letter a curriculum team has been introduced and they will make regular contact with you if students are not working. This has been going well so far, but in order to streamline this process, we have decided that these calls will only happen where a student has missed a significant number of assignments. In this case students that have not submitted work by the end of the week will be contacted in the following week by a member of the curriculum team.

With all students, and to cater for those who have not had calls, we will now also be sending out two progress reports each week via email to parents. If you do not receive the reports, it would indicate that we do not have an up to date email address for you and we would ask that you contact curriculumsupport@brookeweston.org to update the details that we hold for you.

The first report that you will receive will arrive on a Tuesday. This report will enable you to see which assignments have been completed for each subject and summarises all the assignments completed up to the previous week. As these are snapshots of assignments over time, the data will not change once the week has been recorded, however we would encourage students to go back and complete assignments in order to be ready for the next academic year.

In the example below, you can see that the student has 5 subjects with assignments that were set in week 3. If they have completed the assignment fully they would receive “Good”, if it was attempted but not completed “Satisfactory” and if it was now submitted “Concern”.

If you do have concerns, it is important to speak to your son/daughter and understand why. Teachers are now submitting weekly videos explaining tasks and an online curriculum has been setup so that parents can check students are working [https://www.brookeweston.org/page/?title=Online+Curriculum&pid=219](https://www.brookeweston.org/page/?title=Online+Curriculum&pid=219).

If there are any particular issues please contact curriculumsupport@brookeweston.org or your son/daughter’s tutor.
The second report is generated through Teams and will arrive each Sunday morning. This report will give you additional details of the assignments and will also allow you to see which assignments for the week are still due for submission.

In summary:
• Microsoft Teams will continue to be the main platform for student learning
• Tasks set for all students for the week on Mondays and a submission deadline for the work on Friday evenings
• If work is not complete students will have until Sunday to complete this
• There will be one assignment for each subject that will cover the whole week
• Work will be launched through a video each week explaining the tasks

Curriculum and IT Support
A working computer and internet is essential to online learning. If you require this support please contact ITStudentSupport@brookeweston.org.

Conclusion
I want to finish by thanking you again for your fantastic support for the staff at Brooke Weston Academy over this time. We have received good feedback around our enhanced curriculum Term 5 offering and hope that this will provide further information to help you engage your son/daughter in their learning.

Please look after yourselves and your families during this uncertain time and we are looking forward to seeing all of our students back in Brooke Weston Academy as soon as is possible.

Yours sincerely

Shaun Strydom