

4<sup>th</sup> January 2021

Dear Parents/Carers,

I hope you have all had a wonderful Christmas and New Year with your families and that this letter finds you well.

I am writing this letter to update you on how the phased return will look at Brooke Weston Academy. This includes more detail on the remote education plans for each year group.

### Phased return for the first week of term

As the situation currently stands:

- **All students** will now **receive remote education** from 5<sup>th</sup> January 2021.
- Critical worker parents who wished for their child to attend from 5<sup>th</sup> January should have completed the online form by 3<sup>rd</sup> January, and those parents who completed the form were contacted today to arrange return.
- Critical worker parents wishing to send their child into school for **Week 2 (11<sup>th</sup> January)** need to complete the **critical worker form by Wednesday 6<sup>th</sup> January**: [Critical Worker Return Form](#).
- Parents of vulnerable students were contacted today to arrange their child's return to school.

The DfE definition of vulnerable children is given in [this guidance](#) and it is optional for the children of critical workers to return with the definition of critical workers is given [here](#).

It is important to note that all teaching for all students off site will be on Teams and this will be a mixture of live and recorded lessons. Please note that there will be no PE lessons as part of the students' timetables, instead this period will act as a break within the students' day.

The following timeline currently depicts the return of students to on-site education – this however, may be subject to change.

	5 <sup>th</sup> January 2021	11 <sup>th</sup> January 2021	18 <sup>th</sup> January 2021
Years 7, 8 and 9	Full Remote Education	Full Remote Education	All students return to school
Years 10 and 12	Full Remote Education	Only students involved in exams will return to school	All students return to school
Years 11 and 13	Full Remote Education	All students return to school	All students return to school

### Critical and vulnerable student return from Week 1 (4<sup>th</sup> January):

Students will need to be onsite between **8:00am – 8:35am** and enter the via the school's **main reception**. Students will attend a tutor time session in their year group bubble and then work within a computer room within their respective year group bubble for their period 1-5 lessons. Students will be supervised and supported by teachers and receive the same education as their off-site peers. Students will therefore also require headphones in order to engage with live lessons via Teams.

Students need to be in full school uniform and lunch arrangements will be as normal. Students will leave site at **3:35pm** in a staggered way per group bubble. Our buses and routes will run as normal for the week 1 (4<sup>th</sup> January), however we will review the bus offer weekly and inform parents of any changes made as there may be a reduced service due to limited student return and changing national circumstances.

## Remote Education

Remote learning will be taking place online through Microsoft Teams, and more detail on this can be found in the table below. Instructions on how to access TEAMS and how the live lessons will work can be found here: [Our Students - TEAMS](#) with further learning available from through our blended learning provision: [Online Curriculum](#).

Year Groups	Remote Learning
Years 7, 8 and 9	<ul style="list-style-type: none"> <li>Students should follow their period 1-5 timetable and timings each day below</li> <li>Lessons will be recorded and made available on Teams</li> <li>Instructions will be posted in the student classes in Teams</li> <li><b>Registers will be taken every lesson and students need to attend each lesson as per their allocated time on the timetable</b></li> <li>There will be a compulsory assignment for each lesson in each subject and <b>students must complete this assignment during their lesson time</b>. This will act as a register and also a gauge of the understanding of the online lesson</li> <li>Teachers will be available during the lesson time on chat to support students. PE will not be on chat however as students will engage in time away from the computer at home</li> <li><b>Calls will be made to parents</b> based on attendance to lessons and completion of work</li> </ul>

Year Groups	Remote Learning
Years 10 and 12	<ul style="list-style-type: none"> <li>Students should follow their period 1-5 timetable and timings each day below</li> <li>Subjects will be predominantly live but may have some recorded lessons</li> <li>Lessons will be on Teams and <b>registers will be taken every lesson</b></li> <li>Instructions will be posted in the student classes in Teams or delivered in the lesson</li> <li>A weekly assignments in each subject will be made available</li> <li>Assignments will need to be completed by Friday but may have until Sunday if required</li> <li><b>Calls will be made to parents</b> based on attendance to lessons and completion of work</li> </ul>

Year Groups	Remote Learning
Years 11 and 13	<ul style="list-style-type: none"> <li>Students should follow their p1-5 timetable and timings each day below</li> <li>Subjects will be predominantly live but may have some recorded lessons</li> <li>Lessons will be on Teams and <b>registers will be taken every lesson</b></li> <li>Instructions will be posted in the student classes in Teams or delivered in the lesson</li> <li>A weekly assignments in each subject will be made available</li> <li>Assignments will need to be completed by Friday but may have until Sunday if required</li> <li><b>Calls will be made to parents</b> based on attendance to lessons and completion of work</li> </ul>

As a reminder the times for the school day are as follows and students will be expected to attend lessons during these times. Break and lunch needs to be taken during period 1 and period 3 and is 15 minutes for break and 30 minutes for lunch. KS4/5 teachers will communicate break and lunch times during the live lesson with the students.

Period 1	Period 2	Period 3	Period 4	Period 5
9:00am	10:25am	11:35am	1:20pm	2:30am

Along with the remote curriculum, students need to continue to engage in weekly assemblies and a weekly tutor time. This will also allow us to further support students remotely. Attendance to the weekly tutor times is compulsory and more detail around these can be found below.

In order for us to complete an important well-being check with our students and to allow tutors to answer any tutee queries and offer support, all students must attend their weekly allocated tutor time. A register will be taken by the tutor and non-attendance followed up by the student care team. The weekly tutor time will run from **8:35am – 9:00am** on Teams. Tutors will set up an invite for their tutor group and the meeting will be live, with videos off but mics on to allow for interaction and discussion. **Please see the schedule below for weeks 1 and 2.**

	Tuesday	Wednesday	Thursday	Friday
Week 1 4 <sup>th</sup> January	7	8/9	10/11	12/13
Week 2 11 <sup>th</sup> January	7	9/9	10	12

### Mock and External Examinations

**Mock examinations will no longer take place during week 1**, the scheduled first week of the mocks will instead be added onto the end of the mock window. Therefore reports and parents evening dates will need to be moved later. As soon as this has been finalised, and based on any further information released by the DfE, we will communicate the new dates with parents. New mock examination timetables will be issued to students this week.

**External examinations** for all students including those in Years 10 and 12 will **continue as planned from the 11<sup>th</sup> January 2021**. Having said this we will of course need to continue to monitor government decisions and the impact of these may result in further changes which we will communicate. Students in Y10 and 12 will receive live lessons from 5<sup>th</sup> January to support their preparation for their examinations.

Students in Years 10 and 12 should attend school during week 2 only if they have an external examination. They will need to arrive 15 minutes before the start time (9:00am or 1:15pm) and should be collected following their examination. Year 12 mocks examinations will take place as scheduled from week 3 onwards. **If a Year 10 or 12 student has an examination but is not able to arrive or leave site without the use of the school bus, they will be able to remain on site before or after their exam as required. We will contact students involved in external examinations tomorrow 5<sup>th</sup> January 2021 to confirm arrangements.**

If you are experiencing issues with Teams or Office 365 please contact: [ITStudentSupport@brookeweston.org](mailto:ITStudentSupport@brookeweston.org).  
**Please note: IT support cannot resolve issues with hardware or Internet at home.**

If you have any questions regarding the curriculum, subjects or work, please contact your teacher in the first instance via email or Teams. However, if they are unavailable contact: [CurriculumSupport@brookeweston.org](mailto:CurriculumSupport@brookeweston.org).  
**Please note: Curriculum support will be unable to answer subject specific questions.**

Please look out for further communications from school throughout this week. Of course, if there are any other major shifts in Government policy that mean we need to change our plans, I will write to you again.

Thank you as always for your continued support and understanding through these difficult times.

Yours sincerely



Shaun Strydom  
Associate Principal