

6<sup>th</sup> January 2021

Dear Parents/Carers,

Following the Government's announcement we wanted to update you on our arrangements for remote education and examinations [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

As the situation currently stands:

- **All students** will now **receive remote education** from 5<sup>th</sup> January 2021 until further notice
- Critical worker parents wishing to send their child into school need to complete the **critical worker form each week**. This will be sent out by text/email each week and parents will be contacted to arrange attendance.
- Parents of vulnerable students have been contacted 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 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.

### Critical and vulnerable students

- Students need to be onsite between **8:15am – 8:35am** and enter the via the school's **main reception**.
- Students will work within a computer room for tutor time and for periods 1-5.
- There is no specialist teaching within lessons, students will be supervised while engaging in online learning.
- Students will therefore also require headphones in order to engage with live lessons via Teams.
- Students need to be in full school uniform and breakfast/lunch arrangements will be as normal.
- Students will leave site at **3:35pm** in a staggered way per group bubble.

### Transport and bus service

Due to the announcement that we are now in national lockdown, and reduced number of students requiring the bus service, we will now unfortunately **need to significantly reduce this service**. Therefore, **from the 11<sup>th</sup> January 2021** only two buses will run with reduced pick up points.

Parents/carers will need to either get their child/children to one of these stops, or move to parent drop off and pick up. It is unfortunate that we are having to make this decision, but the bus service cannot currently continue to run to the same capacity in this national lockdown. Critical and vulnerable student parents and carers will be contacted with more details this week along with a letter detailing the stops and times.

### Remote Education

Information sent out previously regarding remote education will continue, but we will of course continue to review this provision. Along with this parental contact based on lesson attendance and work completed will restart with various communication methods used to share this information with parents. This may include emails from teachers, calls from the curriculum team, and/or a weekly report card on work completed. Details of this can be found as an annex to this letter.

## Mock Examinations

**Mock examinations will no longer take place during January**, they will be rescheduled for when students return. 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.

## External Examinations

Following last night's update that schools will decide individually if they are able to run external examinations during January, at Brooke Weston Academy, we have made the decision that **January external examinations** for all students will **continue as planned from the 11<sup>th</sup> January 2021**.

Our exam arrangements follow all of the contingency guidance for conducting public examinations at this time, and will be completed in well ventilated spaces with desks 2m spaced. All invigilators will wear PPE when handing out or collecting papers/equipment from students, and students are also welcome to wear face coverings during their examination. Hand sanitiser will be at all entrances, and students will be required to wear their face covering on arrival and when leaving the site.

All students will receive another copy of their **exam timetable to their school email tomorrow**.

Students in Years 10, 11, 12 and 13 should only attend school during weeks 2, 3 and 4 if they have an **external examination**. They will need to arrive 15 minutes before the start time, 9:00 am for morning exams or 1:15 pm for afternoon exams, and should be collected following their examination. **We have started contacting students involved in external examinations today to confirm arrangements and will continue tomorrow.**

## Curriculum and IT Support

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.**

## Free School Meals

Students that are working remotely from home and are entitled to free school meals will receive a voucher. More information regarding this will be sent to parents/carers along with details on how to redeem the vouchers.

Please look out for further communications from school throughout this week, and if there are any other changes due to government guidance, I will write to you again. Thank you as always for your continued support and understanding throughout these difficult times. Our first day of TEAMS teaching during this national lockdown has gone really well and we want to thank all students for their engagement.

Yours sincerely



Shaun Strydom  
Associate Principal

## Remote Learning Annex

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 through blended learning: [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>• There may be an additional assignment to cover homework in some subjects</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> <li>• <b>Reports</b> will be sent home each week from week 3 to update parents on work completed</li> </ul>

Year Groups	Remote Learning
Years 10 to 13	<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>• Students should not have their microphones or cameras on during the lesson</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> <li>• <b>Reports</b> will be sent home each week from week 3 to update parents on work completed</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	2:30pm

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 cameras off, but microphones on to allow for interaction and discussion. **Please see the schedule below.**

	Tuesday	Wednesday	Thursday	Friday
Year Group	7	8/9	10/11	12/13