

2<sup>nd</sup> January 2021

**Re: Start of Term, Covid Testing and Remote Education: please read carefully**

Dear Parents/Carers and Students,

I am writing to update you on (current/final) plans for the start of term next week, which have changed slightly since my letter of 29<sup>th</sup> December.

**Monday 4<sup>th</sup> January will still be used as the extra INSET day**

This means that Monday 4<sup>th</sup> January is a staff training day, so no students will return to school that day and no online education will be provided.

**Remote Education for ALL Year Groups from Tuesday 5<sup>th</sup> January**

The announcements by the Secretary of State for Education in parliament and subsequent media/social media coverage may have misled some parents and students into believing Year 7 to 10 and Year 12 were to lose a week of their education and have an 'extended holiday'. This is not the case. The DfE quickly published a clarification that students in ALL Year groups will resume their education next week by studying at home instead of in school; however, this does not seem to have been widely reported. *Please see the DfE Graphic at the end of this letter.*

- **Years 13, 12, 11 and 10** will start their normal timetable, **but studying online at home**, on Tuesday 5<sup>th</sup> January Period 1 using our now well-established system
- **Years 7, 8, 9** will also start **studying at home** from Tuesday 5<sup>th</sup> January. On Tuesday, students will be set an activity *late in the morning* guiding them through:
  - how to access daytime lessons from MyHighcliffe
  - how to ensure they are registered as present
  - how to understand which lessons are 'live' lessons they must log-on to and participate in as they occur in real time
  - the rules and expectations of safe and appropriate behaviour online during remote education (and the consequences of not adhering to these)
  - how to know the difference between activities and resources published for normal lessons and those published as follow-up homestudy
  - how to upload work back again to prove the work has been done, during lesson time and later in the day for homestudy
  - How to access MyHelp for assistance

Students in Years 7 to 9 will start their normal timetable from **Wednesday 6<sup>th</sup> January** Period 1.

**Microsoft Teams**

To help student be ready for any live lessons we would recommend students install the Microsoft Teams app on the device they will be using (this can include a tablet or mobile phone) and login using their school email address ([username]@highcliffeschool.com) and their normal school password.

Once their normal timetables have started, students should expect to get up at the normal time and have a normal school day closely aligned to their normal timetable. They should also expect home study to be set as a follow-up to their lessons, as it would if they were in school.

Please note, **parents will be sent a daily text message each evening linking to a summary of the work and lessons provided for your child/ren that day, what has been marked completed by the student, and which work has and hasn't been handed in.** We are grateful for parents using this information to support their child/ren into being as productive and purposeful at home as they would be at school.

On **Monday 11th January** Year 13 and 11 will return to education on site at school. On **Monday 18th January** Years 7, 8, 9, 10 and 12 will also return to school.

### **Key Worker Provision from Tuesday 5<sup>th</sup> January**

The children of Key Workers and those identified as Vulnerable or At Risk **will return to school on Tuesday 5<sup>th</sup> January** and will be able to access the learning provided to their peers at home, from school. Please contact Operations at the school via the [office@highcliffeschool.com](mailto:office@highcliffeschool.com) email address if you think you may meet the existing Key Worker criteria and have not already registered with us.

Students will follow a normal school day with all the normal timings, routines and expectations, except they will be timetabled into a rota of IT rooms and retained in year-group bubbles. **School uniform is required and of course so are face masks.** School transport will run as normal. All students will need to bring their own packed lunch and snacks every day with support provided for those normally claiming a free school meal: there will be no catering service in school during this period.

### **Covid-19 Testing Programme**

- Students accessing the **Key Worker** provision will be tested on **Tuesday 5<sup>th</sup> January** for the first time, or the first day they come into school
- **Year 11 and 13** will begin testing on **Wednesday 6<sup>th</sup> January**, other year groups after that
- Based on the very high return of parental consent already (1300+ students with consent to be tested, at the time of writing this letter, and further replies still coming in) the two test centres we establish in school will run anywhere up to 8 to 10 hours a day until Friday 15<sup>th</sup> January including Saturday 9<sup>th</sup> and Sunday 10<sup>th</sup> January, Some catch-up/overflow testing may also occur on Monday 11<sup>th</sup> January for Year 11 and 13 and Monday 18<sup>th</sup> January for Years 7 to 10 and 12. This of course means there **will have to be both daytime and evening slots for testing from Wednesday 6<sup>th</sup> January onwards**
- Families may not be able to have slots which prioritise their convenience, and we are grateful for everyone pulling together and being patient and cooperative about the need to run the testing programme this way to meet the government's objectives

*Further details about the testing programme, including slots for your child/ren to be tested, will be sent to you from Monday 4<sup>th</sup> January.*

### **Finally**

All these plans are subject to change if the government plans for nationwide school re-opening change between now and the 18<sup>th</sup> January.

I am grateful for your careful attention to these matters and for your patience about the need to keep changing plans; as well as for all the support you will provide at home in the coming weeks.



Patrick Earnshaw  
Headteacher

Department for Education Graphic published 31/12/2020.

 Department for Education			
Return dates for primary and secondary schools and colleges in England			
Year group	w/c 4 Jan	w/c 11 Jan	w/c 18 Jan
Exam years (years 11 and 13)	Prioritise remote education	Return to school	Continue at school
Primary (years 1-6)	Return to school with some local exceptions*	Continue at school with some local exceptions*	Continue at school with some local exceptions*
Secondary / college (years 7-10 and 12)	Prioritise remote education	Prioritise remote education	Full return to school with some local exceptions*
Primary / secondary vulnerable and critical worker	Return to school	Continue at school	Continue at school
Special school	Return to school encouraged	Continue at school	Continue at school
Alternative provision	Return to school	Continue at school	Continue at school

\* In some local areas, under the contingency framework students will have remote education except for exam years and vulnerable and critical worker children. Special schools for primary years should continue to allow pupils to attend full time.