

6th January 2021

Dear Parents/ Carers

Further to my rather rushed communication on Monday evening I am writing to provide a few further pieces of information about the period of remote learning. We do very much understand that for many students and parents that schools not being fully open for in person education presents challenges and our whole staff do look forward to a time when we can welcome all students back into school.

During this current period we will work to ensure all students are able to access their full timetables remotely and to support their learning and wellbeing as effectively as possible. The information below may be useful to help parents/carers understand the academic and pastoral support available during this time and some practical information about student access to remote learning.

The school continues to be open for supervision of children of critical workers and vulnerable children. All staff continue to be available to be contacted via e-mail during this period and main school reception (01756 707600) is open from 8.30am - 4pm each day.

As well as the contact information provided below please remember the main school e-mail address sghs@sghs.org.uk can be used for general enquiries.

Tutor-time and where to access support

In order to support your child, the tutor programme has been adapted over the coming weeks to give time for each tutor to make contact with their tutees and to 'check-in' on how they are getting on. This will mean that your child will not necessarily have a tutor period on Tuesday, Wednesday or Thursdays to register for but that they will be contacted on a regular basis by their tutor in this time. On Mondays we will continue to stream our gatherings, and on Fridays all tutor groups will take part in the school quiz. These activities form an important part of keeping our school community together.

If your child is experiencing difficulties with their learning in a particular subject, please contact their subject teacher directly. If they need more general support and/or are finding this time challenging and either you or they need someone to talk to about how they are feeling, please contact either their personal tutor, the student progress team member or key stage leader appropriate to their year group:

Year	Student Progress contact	Key Stage Leader
7 & 8	Mrs Kendrick kendrickp@sghs.org.uk	Mrs M Winter winterm@sghs.org.uk
9	Mrs Marchesi marchesij@sghs.org.uk	Ms J Holdsworth holdsworthj@sghs.org.uk
10 & 11	Mrs Pickles picklesj@sghs.org.uk	Ms J Holdsworth holdsworthj@sghs.org.uk
12 & 13	Mrs Uren urenc@sghs.org.uk	Mr M Blythe Blythem@sghs.org.uk



Safeguarding Team

During this period we will always have two Designated Safeguarding Leads (DSLs) physically based in school during the school day. If a parent/ carer (or student for that matter) has a serious concern about the welfare or safety of a young person please contact the school on 01756 707600 and ask to speak to the safeguarding lead. Further information on keeping children safe and what to do if you have a concern outside school contact time is available at:

<https://safeguardingchildren.co.uk/>

Remote learning expectations for students

For your reference, please find attached to this letter a copy of the expectations during remote learning that has been sent to students.

Thank you for taking the time to read this information and I will be in touch in the coming days and weeks to provide further updates as appropriate. As usual please do contact us if you have any questions or concerns

Best wishes

A handwritten signature in black ink, appearing to read 'Mark Turner', with a long, sweeping horizontal stroke extending to the right.

Mr Mark Turner
Head of Academy

Remote Teaching and Learning

In order to make remote or blended learning successful, we would like to reiterate some of our expectations. Please be assured, your wellbeing and learning is our priority and we are here to support you during this time.

Expectations:

1. Your teacher will continue to use **Microsoft Teams** during remote learning contexts. You are expected to follow your normal timetable and join these meetings on time, with your video on and a blurred background. A register will be taken. Students in school **MUST** bring headphones.
2. Microsoft Teams will be the main source of interaction between you and your teacher. Teachers will offer some **live input every lesson** unless they are ill. Your teacher will make their expectations clear, outlining what they want you to complete and how long to spend on certain tasks, they will also direct you to any other resources you may need to access during the lesson.
3. You will be able to gain immediate **feedback** from your teachers, as a result of this. Please ask questions in your virtual lessons, or using the chat function, so that your academic concerns do not go unanswered and make sure you participate in any question and answer/ discussion activities.
4. Further forms of **feedback** will also be given, to help you improve. Your teacher will continue to facilitate a range of virtual feedback methods, much like we have been used to since September. This may include **Firefly** marks and comments, quizzes from many platforms, using different platforms in a lesson 'plenary' at the end of the lesson to check your understanding, self-assessment and more lengthy, written feedback, depending on the need in each subject.
5. Please expect normal, **in-lesson** assessed pieces to continue. Your teacher will need to have a picture of your learning and progress across each subject.
6. Tutor time will continue to be a core part of the school day and students and you will have Gathering on a Monday and Quiz on a Friday. Your tutor will advise you on the arrangements for Tuesday, Wednesday and Friday as we want to ensure all students get some small group/ individual mentoring time. Please make sure you attend.

The school day will continue to run as follows:

Time	Activity – Years 7,8, 10 &12	Activity – Years 9,11 & 13
8.55-10.10	Lesson 1	Lesson 1
10.10-11.45	Early Break (10.10-10.30) followed by lesson 2 (10.30-11.45)	Lesson 2 (10.10-11.25) followed by late break (11.25-11.45)
11.45-1.40pm	Early lunch (11.45-12.25) followed by lesson 3 (12.25-1.40)	Lesson 3 (11.45-1.00) followed by late lunch (1.00-1.40)
1.40-2.00pm	Tutor Time	Tutor Time
2.10-3.25pm	Lesson 4	Lesson 4

If these expectations are not met:

1. If you do not attend your lessons, this will be recorded on the register and, unless you are reported as 'ill' or in a pre-arranged appointment that the school is aware of, your parent/carer will be contacted.
2. If you are "disengaged" with your on-line learning, even where you are physically present, school will contact parents to discuss these concerns and we will work with you to support you in transitioning successfully to remote learning.

If you are struggling:

1. If you are struggling with your online learning, or anything else, you can email the pastoral team, your teachers, or your form tutor. We will endeavour to provide any support you need.
2. If you are unwell, normal protocols apply. Your parent phones school and you will not be expected to access your online lessons.
3. If you experience any issues with your laptop make sure you have installed any updates. If this does not solve the issue you are having then contact ictservices@sghs.org.uk to arrange for the laptop to be looked at and repaired. The team can usually fix things very quickly.