



KHD/jm

14th January 2021

Dear Parent/Guardian

Remote Learning

Thank you for your ongoing patience and support during this difficult time. We have been working as rapidly as possible to change our plans, in accordance with the new national lockdown and to fit in with the many changes in guidance that have been announced by the Prime Minister and the Secretary of State for Education, over the last 10 days.

We now anticipate that most students will be continuing their schooling at home until at least February half term and even beyond. This means we have revised our approach to online education further, taking into consideration all the feedback we have had from parents/guardians and students. Going forwards, we will be using a mixture of live and pre-recorded lessons, as well as tutorials and tasks across all subjects, in line with the revised DfE expectations. We are also going to adopt a one-week timetable that each year group will follow and, attached to this letter, is a booklet with the new timetable and further details about our arrangements for this.

Students in Years 11 to 13 will continue to be taught by the class teachers that they had when they were in school. Students in Year 10 will also have their own class teachers for their English Literature lessons. However, to allow us to make these changes, if your child is in Year 7, 8, 9 or 10, they will no longer necessarily be taught by their normal class teacher. We have set up a help function where your child can email a subject expert (see the list of subject emails in the Remote Learning Guide attached) who will email them back. If staff receive the email before 2.30pm, a response will be sent the same day; after this time, a response will be sent the next working day.

We are recommending that students log on at 8.45am each day and follow the timetable we have drawn up in the guide attached. However, we are aware that, for some families, this will not work, as they may have more than one child who needs computer access. We will, therefore, be taking a register of those students who have been online, by 8.00pm each day, and we expect all work to be submitted by this time, as well. If this has not happened, we will follow our 4-stage escalation process and it may be necessary to instruct you that your child needs to come back into school to complete their work, in order that they do not fall behind their peers. We would strongly recommend that your child gets up in the morning at their normal time and be ready for school, even though they are working remotely from home.

If you do not have IT access via phone, computer or tablet then please let us know. We have had a limited number of laptops which we have given out, but we are always looking for more to support our families and we hope, with our current appeal, we can gain more to issue to students. Until this time, we will issue hard copies of the work set, if needed, so please contact us directly if this is required.

Please be aware that our teachers will mostly be delivering their remote teaching from home, in line with the national guidance to stay at home, where possible. This means that they may be managing their own children, caring for relatives, or have distractions that might not usually happen in school. Regretfully, if a staff member who was due to give a live lesson is absent due to ill health, this lesson may not be able to be covered, due to staff being allocated elsewhere. If this is the case, work will be set on Edulink, where appropriate. We will be recording live lessons so that students can watch them again to help their learning, or if they missed the session for any reason. We will ask students to turn their microphones off, but keep their camera on, so that we are able to gauge as much as we can about their understanding of what is being taught. The live lessons should not be recorded by anyone else, or put on to any other platform, without the consent of the school. The school will only share the recording with students and staff within the school. If you do not wish for your child be recorded in these sessions, please can you contact us so that we can find a solution.

You can also expect a telephone call every two weeks, unless you request it more frequently, from your child's form tutor, to see how they are getting on and to discuss any concerns, so that any support needed can then be put in place.

We would be grateful if you would take some time to look at the Remote Learning Guide with your child, as it identifies a code of conduct for live lessons and a statement that will be read out each time a live lesson takes place. Your child must be aware that it is being recorded and that if their behaviour is not appropriate, they will be asked to leave the session and could be removed from further live sessions. The booklet will also give you details of where to get help, if needed, and information for your child on how to use Google Classroom, if they have not done so already. The guide will also give tips for students on organising themselves for the school day, how to submit work and how often they will get feedback in line with the school's assessment policy.

We will constantly be reviewing our remote learning arrangements and modifying our practices and procedures over the coming weeks. Please bear with us in the initial stages as, for some staff, this is out of their comfort zone and they are not used to teaching remotely. We would very much prefer to have the students in school for face-to-face sessions but, due to the rapid increase in the virus, this is not possible. We also know that many families are facing various different constraints, which is why we have added some flexibility to our school day and do not want to be rigid that it excludes anyone.

Critical Worker and Vulnerable Children in School

From Monday 18th January, students coming into school will also follow the one-week timetable, so that they have a mix of face-to-face teaching and practical elements, as well as remote learning in school, so that they are not following a different schedule to those students working at home.

All expectations for students in school, as well as the start and finishing times of the school day, will remain the same. However, from Monday 18th January students will be having the same break and lunch times, but they will be kept in their bubbles, to ensure social distancing.

Sandy Secondary School

Engayne Avenue, Sandy, Bedfordshire SG19 1BL
E: office@sandysecondaryschool.com • T: 01767 680598

www.sandysecondaryschool.com • [@sandysecondaryschool](https://twitter.com/sandysecondaryschool)



Thank you again for your ongoing support. This is not an easy situation for anyone and we do appreciate all the constraints that you as parents/guardians face at this time.

We will, however, continue to do everything we can to support your child and to respond to any worries or concerns you may have. We will also be looking to close any gaps in learning or progress on our return once we are allowed, by the DfE, to have students back in school.

Yours faithfully



Miss K Hayward
Executive Principal

Sandy Secondary School

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