



5th January 2021

Dear Parents/ Carers,

As I am sure you have seen in the media last night, the Prime Minister announced that England would once again be going in to National Lockdown and schools would therefore be closed to the majority of pupils until at least February Half Term.

Fortunately, we are in a much better position to ensure the continuity of learning for all pupils this time round, where students are not physically in school as all students have already been able to experience 'live lessons'. We will therefore be moving to a situation tomorrow (6th January 2021) where all students will be expected to attend all of their lessons online as per their school timetable. On the rare occasion where members of staff are not well enough to deliver live lessons, students should complete the remote learning work as directed via Class Charts or email.

In order to co-ordinate this activity the school day will be organised as below for all students. It is important that students are punctual to their "live lessons" so that staff can make a quick and efficient start to the lesson:

| | |
|-----------------|--------------------------------------|
| 8.50-9.00am | Virtual Registration and Form Period |
| 9.00-10.00am | Period 1 |
| 10.00 – 10.20am | Break |
| 10.20-11.20am | Period 2 |
| 11.20-12.20pm | Period 3 |
| 12.20-12.40pm | Lunch |
| 12.40-1.40pm | Period 4 |
| 1.40-2.40pm | Period 5 |

School Work – Online Live Lessons:

- Students must attend all live lessons including form time and they must be wearing their **full school uniform**
- Lessons will follow the timings as above but as per the lessons/ subjects on their timetable. Teachers will take registers and non-attendance will be followed up
- Where a student has difficulty accessing teams and live lessons they should:
 - Contact digihelp@woodgreenacademy.co.uk and explain the details of their access problem.
 - Email the class teacher to explain the access issue.
 - Self-support using via Office 365 Video Demonstrations in the Student Teams Online Tutorials Streams Channel.
- Students will need to monitor "posts" and "assignments" through Microsoft Teams and access "live lessons" through the Teams Calendar.
- Students should not enter a lesson until the teacher has started the lesson and the option to "join" is displayed
- Students must have cameras on when instructed to do so by their teachers
- Teachers will decide when cameras can be switched off
- Students must mute unless required to speak. Any disruptive behaviour will be dealt with on their return to school
- Students must complete work through Teams Assignments by the set deadline

Ways to Help your Child with Schoolwork during times of Self Isolation and Enforced Academy Closure:

1. Find a suitable place where your child can work that is away from noise and distractions.
2. Get them up and make sure they are dressed in their uniform and ready to join the Form Tutor session at 8.50am.
3. Check your child knows where the work is being set. They need to check their Team's calendar for scheduled live lessons, and to use the self-isolation work on the website where a lesson has not been scheduled. Lessons will be scheduled at least 24 hours in advance of the lesson.

4. Check your child knows how to access a live lesson, how to open and complete an assignment through Microsoft teams, and how to email their teacher. If they can't do this, they need to go to the help mentioned earlier in the letter. (School Work – Online Live Lessons)
5. Check your child is checking the posts section of Microsoft teams daily. Allowing notifications may help with this. Often teachers will send links and copies of resources for the live lesson.
6. Check Class Charts to find out the homework that has been set.
7. At the end of the day, check they have attended each online lesson by logging into Class Charts. If they are individually isolating, ask to see the work that they have completed during the day.

Please do not feel that you need to teach your child. What is important is that you check that your child is doing what they need to do so that they do not get behind, and then worry. If they are finding the work difficult, they need to talk to their teacher over email, or through posts on teams.

Childcare Provision for Vulnerable Children and the Children of Key Workers

As this announcement was only made last night, provision will be made available for vulnerable students and the children of key workers **as a last resort if your child cannot be left safely at home** from **MONDAY 11th January 2021**.

As we cater for students aged 11-18, it is unlikely that key workers will require the school to provide childcare for students in key stages 4 and 5. However, that provision will be available, should it be required. If you require childcare please contact admin@woodgreenacademy.co.uk, under the subject heading of 'Key Worker – Your child's name'. Within the message, please detail your child's name, form group, your most up-to-date contact details and your occupation. You will then be required to send a copy of your latest payslip so that we can check your eligibility. In order to inform our planning please can you ensure that this request is made no later than **3pm on WEDNESDAY 6th January 2021**.

Those students that are eligible, and that do attend will be given the use of an electronic device and should bring their own headphones to use to connect to their live lessons, however they will have to use the chat function rather than the microphone in order to communicate with their teacher.

External Exams and Assessments 2021:

Yesterday, it was announced that Exams in 2021 will not take place "as normal". However, this **does not mean** that exams are cancelled. The education secretary will work with Ofqual to put in place alternative arrangements. As soon as more information is released, we will inform students and parents. For now, students in Years 11 and 13 should continue to prepare for their exams as they were previously. The mock exam season that was due to start next week is postponed until more information is available.

The Year 11 Health and Social Care exam on Monday 11th January and the Year 12 Sport exam on Friday 15th January are currently still due to take place and students will be informed of the arrangements shortly.

Any queries regarding exams should be emailed to exams@woodgreenacademy.co.uk

I appreciate that these are very challenging times for young people and for families as a whole. If you have any concerns regarding the effect that this pandemic is having on your child or indeed someone else's child, please let us know by using the 'Speak Out' button on the school website. There are numerous resources on the website in the Student section under "Well-Being for life" which sign post you or your child to support if needed. Please continue to use us as support during these very trying times.

Finally, I am once again sorry about these rushed announcements that all schools are being made to implement at such short notice.

Many thanks



Mr J Topham
Headteacher