



Dear Parent/Carer

We are delighted that our students have had such a successful start to the term and we are all enjoying the good weather.

To ensure we are prepared should a further lockdown occur, I have set out our contingency planning lockdown arrangements which would be put in place should DFE direct me to do so.

- In the event of **individual students** self-isolating, work will be provided via Microsoft Teams arranged via the students Form Tutor and Head of Year.
- In the event of a **class bubble or school lockdown** work would be set on Microsoft Teams with live lessons led by the relevant subject member. Please note lessons will be conducted with **live sound only**. Due to safeguarding we are unable to teach lessons using the video function.
- Please look out for a survey regarding your child's access to Microsoft Teams and respond as soon as possible. We wish to ensure all of our students have access to online learning. The survey will be sent via EduLink One. Please log in and go to the green 'FORMS' icon to respond.

Information about how to access Teams can be found at:

<http://www.coxgreen.com/d/static/curriculum/homelearning/Teams%20for%20Students.pdf>

Feedback from staff, parent/carers and students last term suggested that student activity and screen time on Microsoft Teams should be wisely monitored. To support students, the school will follow the current students daily timetable on Teams. This means lessons will start at the normal times for each period. In the event a student is timetabled for longer than a 60-minute lesson, staff will set students activities to do independently to ensure screen time is sensible. This may include practical independent tasks or the review of recorded information. For the remainder of the time, students may undertake activities such as revision and exercise as appropriate.

Students will be required to attend a tutor session every morning which will **start at 9am** and a register will be taken. This session provides students with the opportunity to liaise with staff regarding learning queries, pastoral matters and technical issues. Follow up appointments can also be made at this time if required. If a student is unwell the normal absence reporting process applies.

Please note, any staff who are required to self-isolate and are fit and well will set work and lead live lessons on Teams. However, should this not be possible, a message will be sent via Teams by the relevant Learning Leader and work set. This may include pre-recorded PowerPoints.

Should there be any queries which cannot be resolved during tutor time please email enquiries@coxgreen.com.

If your child develops any of the three defined COVID symptoms; high temperature, persistent cough and loss or changes to sense of smell or taste please inform our attendance officer on 01628 629415 option 2 or via email enquiries@coxgreen.com FAO Georgia Cottington as soon as possible. The child must isolate at home for 10 days from when the symptoms started. The rest of the household need to isolate for 14 days or until a negative test result for the symptomatic child is received.

If you or your children receive a positive test result, you must inform the school immediately (contact details as above).

We are aware that the impact of Covid on the economy may have affected the financial security of many of our families. If you have recently had a change in your financial circumstances and you believe you may qualify for Free School Meals, please visit our website for further information.

We know that many of our families have also faced a variety of challenges during the last six months. Please do encourage your child to seek support from our SAFE team, tutors or Head of Year as required. We are proud of the support we offer our children and families and if you do ever require any additional support or have any further queries, then please do not hesitate to contact us.

This letter has been produced based on Government guidance at the time of publication and please note is subject to change. We will of course notify and keep you all abreast of any changes as the need arises.

I would like to thank all parents and carers who have sent in kind messages and for the continued support we receive.

Wishing you a good weekend.

Best wishes

Cathrin Thomas
Headteacher