

1st January 2021

Dear Parent/Carer

Thank you in advance for your understanding as I write to you again at such an unusual time with revised information for the start of term.

I am sure that you will have seen the announcements from the Department for Education and from the Government over the reopening of schools. I wrote to you on 18th December with an outline of what that meant for your children and families. This is a fast-moving situation and we are required to respond at speed to announcements from the Government, so I know you will bear with us as and when things change further.

I am now writing with an update of what we are currently planning for the return to school in January. Please be aware that we will be facilitating Rapid Testing in schools from Tuesday 5th January and this is why we require the second staff training day (see below).

Arrangements at SET Saxmundham School

Date	Year 7-10	Year 11
Mon 4 th January & Tues 5 th January	Staff training days – all students at home	Staff training days – all students at home
Weds 6 th – Fri 8 th January	Online learning (<i>see next section</i>) In-school provision for children of key workers & vulnerable students.	Online learning (<i>see next section</i>) In-school provision for children of key workers & vulnerable students.
Mon 11 th – Fri 15 th January	Online learning (<i>see next section</i>)	In school as normal
Mon 18 th Jan onwards	In school as normal	

I am sorry that students will miss face to face teaching. We do believe that we must play our part in halting infections and are expecting to be very busy while delivering online learning, providing in-school provision for children of key workers & vulnerable students and facilitating rapid testing.

We continue to have very high expectations of students, and expect them to log in every single day and complete the work set to the same high standards as we do when in school.

There will be a 'virtual' year group assembly for Years 7-11 on Wednesday morning to explain all of the arrangements.

Online Learning:

Online learning will be facilitated via Google Classroom.

Please ask your son or daughter to check their school Google login before the start of the new term.

The majority of students have logged into Google Classroom on several occasions during the Michaelmas Term and should know their passwords.

If they need any support with their login, please contact Ms Moe by email on Monday 4th January, before the start of term: nmoe@seckfordeducation.org.uk

We understand that not having access to IT equipment such as laptops can make remote learning more challenging. If you need support with this, we have a limited amount of equipment which we may be able to loan to you. Please email: saxmundham@seckfordeducation.org.uk on Monday 4th January.

It is important that students understand that these days are not an extension of the Christmas holiday and we thank you for your support in helping them to get into the correct routines for completing their school work at home.

What should students do each day?

- ✓ Wake up bright and early and follow their normal school day routine;
- ✓ Go to classroom.google.com and sign in using their school-based Google account;
- ✓ Take the Online Morning Register **before 9 am**;
- ✓ Look at their timetable for the day and check those classrooms on Google;
- ✓ Complete the work that has been set by teachers, sticking to their school timetable where they can and taking their breaks.

Please ask your son or daughter to check their school Google login before the start of the new term.

How do students take the Online Morning Registration?

- Go to your classes in Google Classroom
- Open the class 'Year 7/8/9/10 Announcements'
- At the top of the Class Stream, you will see a message about the register with a Google Form attached. Click the form to open it
- Fill in your details and submit the form when done.

Will 'live' online teaching take place?

We expect that some 'live' online teaching will be used to deliver explanations of new content. This will take place on Google Meet and we will share more information next week.

It is important that students follow the code of conduct for online lessons at all times:

Code of Conduct for Online Lessons

When taking part in an online lesson I agree to:

Before and after the lesson

-keep my login details and password safe and never share them with anyone else

During the lesson, at all times

-conduct myself appropriately and follow my teacher's instructions, in the same way I would in a real classroom

-be polite and show respect to my teacher and fellow students and never do, or help someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way

-the meeting being recorded, for everyone's safety

-leave my camera switched on and facing me so that my teacher can communicate with me

-mute or unmute my microphone if asked to so that I can communicate with my teacher

-never share my screen unless directed to by the teacher –never display an inappropriate or offensive profile picture

-dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan –take part in the meeting in a public part of the house. I won't take part in the meeting in my or another bedroom

-report any inappropriate behaviour I see or hear to a member of staff

-work hard and be nice

At the start of the lesson

-have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson

- mute my microphone once I've responded to the register

At the end of the lesson

-leave the lesson immediately when asked to by my teacher

Reminder – Children of key workers and vulnerable students

The Government's definition of 'vulnerable students' can be found here: <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021> under 'Schools with secondary age students'. The definition of a key worker remains unchanged.

Parents and carers of students in these groups are invited to complete the form via ParentMail if they wish their child to attend school between **Wednesday 6th January and Friday 15th January**. This is so that we can make appropriate arrangements in line with our Covid risk assessment. This form has already been issued for Years 7-10 and will be issued via ParentMail for Year 11 later today.

As we did during the first national lockdown, in-school provision is likely to be supervised access to Google Classroom and remote learning rather than face-to-face teaching. This is so that we can run separate and year group specific key worker/vulnerable student bubbles.

Rapid Testing:

You will receive a separate ParentMail from me later today with the following information:

- A letter explaining how Rapid Testing will work;
- An information/instruction leaflet designed for schools;
- A link to complete the on-line registration & consent form;
- Data protection summary relating to Rapid Testing.

Parents and carers will be able to choose their testing appointment and we will write to you again next week to explain the process. We will also publish FAQs.

No tests will be performed without consent.

Suffolk placed in tier 4:

You may have seen that following a further rise in infections, Suffolk has been placed in the highest tier of restrictions. I further understand that there is significant pressure on local health services.

These restrictions include that we must not leave or be outside of our homes or gardens except where we have a 'reasonable excuse'.

A 'reasonable excuse' includes:

- fulfilling legal obligations;
- education and childcare;
- exercise;
- medical reasons;
- places of worship.

The full guidance is available here: <https://www.gov.uk/guidance/tier-4-stay-at-home>.

In the politest way possible, I do encourage all of our students and their families to follow the guidance so that we can drive down the infection rate.

I am very grateful for your forbearance as we work through regularly-changing guidance. I hope that you will be aware that we are all working very hard to prioritise the well-being and education of your children. In very challenging circumstances, we will continue to do all that we can.

Finally:

It is worth reminding ourselves that the most important things that we can do to fight the pandemic are the simple things:

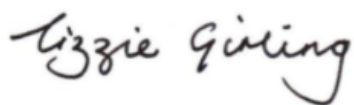
Remember, 'Hands. Face. Space':

- **hands:** wash your hands regularly and for 20 seconds
- **face:** wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet
- **space:** stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings).

We are all on the same side – if you have any concerns or are unclear please contact us.

In the meantime, I know that these have been incredibly trying times for everyone. Please enjoy the rest of the holidays and have a very Happy (and safe) New Year!

Best wishes



Lizzie Girling

Head of School



Mark Barrow

Chief Executive Officer