

# CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 08/01/21

Ref: PAS/SEW/TLS

Dear Parents and Carers,

## **Update: 8<sup>th</sup> January 2021**

I hope that you and your family are well.

As we reach the end of the first week of remote learning, can I take this opportunity to thank you and your sons and daughters for your support and patience with the current situation. It has also been really useful to hear your feedback regarding how learning from home is working.

I would like to thank all those pupils who have been diligently attending live lessons and completing the work that has been set. Can I remind everyone of the importance of completing work set by teachers to ensure that progress continues and any potential loss of learning is minimised during this period of school closure.

We have been reviewing the impact of running live lessons and the amount of 'screen time' everyone is exposed to during a working day. As a College we have been exploring changes to the timings of the school day to ensure that everyone has adequate breaks. In addition, we are aware that lessons would be even more effective if they were not interrupted by the staggered lunch time. Initially we maintained the staggered lunch to support the educational provision of key worker and vulnerable pupil bubbles who are in school. Now that we have a clearer picture of the on-site provision we are in a position to adapt the school day to benefit all pupils receiving live lessons and implement additional breaks to support effective live and online learning.

As such, the main purpose of this letter is to provide you with the detailed changes regarding the timings of the school day. This will come into effect from Monday 11th January. The lessons when subjects are timetabled have not changed, but the timings of when lessons start and finish have, in addition the number of breaks has been increased to allow for lesson preparation and a break from online screen time.

Please see below for the revised timings of the day which come into effect from 8:45 am on Monday 11th January until Friday 12th February (this will be reviewed if the period of lockdown is extended or we have a staggered return of year groups):

Timetable:	All Years
<b>8:45 - 8:55</b>	<b>Form Tutor / Assembly</b>
8:55 - 9:05	<i>Set up for lesson 1</i>
<b>9:05 - 9:50</b>	<b>Lesson 1 - as timetable</b>
9:50 - 10:00	<i>Set up for lesson 2</i>
<b>10:00 - 10:45</b>	<b>Lesson 2 - as timetable</b>
10:45 - 11:05	<i>Break and set up for lesson 3</i>
<b>11:05 - 11:50</b>	<b>Lesson 3 - as timetable</b>
11:50 - 12:00	<i>Set up for lesson 4</i>
<b>12:00 - 12:45</b>	<b>Lesson 4 - as timetable</b>
12:45 - 13:30	<i>Lunch and set up for lesson 5</i>
<b>13:30 - 14:15</b>	<b>Lesson 5 - as timetable</b>
14:15 - 14:25	<i>Set up for lesson 6</i>
<b>14:25 - 15:10</b>	<b>Lesson 6 - as timetable</b>

## Home-Learning information and Updates

Please ensure you take the time to read this letter and any attachments with your child/children before school on Monday 11th January 2021, thank you.

## Remote Learning Provision and Expectations

For further information about remote learning, live lessons, protocols and expectations, please see the attached documents in the appendices at the end of this letter.

## Remote Learning Modifications and Adjustments

In order to facilitate provision for the children of key workers and vulnerable children, we have decided to maintain the adjustments to the remote learning provision in Years 7, 8 and 9 in the practical subjects of Design Technology, Food and Nutrition, Music and Physical Education. In these subjects in Years 10 and 11 remote learning will continue as for all other subjects.

For Years 7, 8 and 9 the teachers of these subjects will make following adaptations:

- For these subjects in Years 7, 8 and 9 there is no expectation for live lessons given that many homes will not be able to provide the relevant equipment to maintain 'normal' curriculum learning.
- Work set may include a longer-term project and will be available via Google Classroom for the first two weeks of Term 3 until students return on 18th January. Students can contact their teachers about their work using Google Messenger.

These adjustments will continue until the February half-term holiday.

Whilst we take all necessary actions to prepare for remote learning we cannot guarantee that it will be plain sailing. If your child experiences any technical difficulties please can you

let us know by contacting [itsupport@claverham.org](mailto:itsupport@claverham.org).

For any other difficulties or questions regarding remote learning please contact your child's Head of House or Form Tutor. Please could you take some time to read through the information and support materials attached at the end of this letter with your son or daughter.

If your child's teacher is absent due to illness alternative work will be set. It is unlikely that live lessons will be delivered. Any work set will be posted in Google Classroom in the normal way.

### **Monday 11th January to Friday 12th February**

The new timings of the day for all learners (remote and on-site key worker and vulnerable pupils' provision) will be implemented from 8:45 Monday 11th January (please see the above timetable for details).

The College will continue to be open for the children of key workers and identified vulnerable students.

*Years 7- 11 will continue to follow their timetable **remotely** at this time.*

### **Mock Examinations for Year 11**

The mock examinations will be rescheduled when we return to school. It is our intention that the mock exam timetable will run as published, the exact dates will be confirmed as soon as we know when we are returning to school.

### **GCSE Examinations**

We realise that this period of uncertainty must be unsettling for young people and especially for those who were due to sit their GCSE examinations. We hope to provide some clarity with regard to the arrangements for the awarding of GCSE grades this year as soon as we receive details from the DfE and Ofqual regarding the process which will be put in place. In the meantime, please be assured that we want to ensure that our students receive the grades which they deserve and we will be working closely with you over the coming months to ensure that we have the evidence to support this. At this time, it is important that all students, and especially those in Year 11, continue with their learning, to the best degree possible in these circumstances, and ensure that they are supporting their own progress by attending online lessons and making full use of the resources provided to them.

### **iMedia Examination 11th January**

Students in Year 10 and 11 who are sitting the iMedia Examination on Monday 11th January should attend school on that day for the examination. Further information regarding the arrangements for the day has been sent to those candidates.

### **Year 9 Options**

We are aiming to make the information regarding the options process available to parents, carers and pupils by 22nd January.

### **PSHE Lessons**

We will be commencing the delivery of online PSHE lessons to Years 8 to 11 from Monday 18th January. Year 7 PSHE lessons have started this term and can be accessed through Google Classroom as normal.

## **Y7 Lexia**

During this period of lockdown please can we encourage all parents and carers to support their children in accessing Lexia which will continue to support their reading and literacy development. We recommend that pupils access Lexia for 15 minutes, at least three times a week.

## **In-School Covid-19 Testing for Pupils**

Following on from the letter attached, sent by East Sussex earlier this week, we have decided to postpone our plans for the testing of pupils currently. This is due to concerns raised regarding the accuracy and efficacy of the test and the possible increase in risk taking behaviour by students following a negative result. We will provide you with

## **Pupil and Parent Welfare**

We will be sending out further details next week of strategies to support pupil and parent welfare during these difficult times. In the meantime, if you have any concerns please contact your child's Head of House or email us using the address below:

[mhfa@claverham.org](mailto:mhfa@claverham.org)

We have also updated the resources on our website which you might find useful in supporting your child with their health and wellbeing at this time.

<https://claverham.e-sussex.sch.uk/parents/mental-health/>

When not in school we would ask that all of our students continue to comply with the rules set out regarding the national lockdown. I am sure that I can rely on your support in emphasising these rules in order to help ensure that our students are keeping themselves as safe as possible, and protecting other members of our community, at this critical time. I think we would all agree that it is important that each of us plays our part in reducing the spread of this virus whilst we give the vaccination programme a chance to take effect, hopefully allowing us to return to some degree of normality in the not too distant future.

As I am sure you understand the situation regarding our return to a fully open school is part of an evolving picture. This letter provides details of the current situation; if this is subject to further change I will contact you with an update. Thank you for your continued support and cooperation. If you have any questions or concerns, please do not hesitate to contact your child's Head of House in the first instance.

Yours sincerely

Mr. P. Swatton  
Principal

## Appendices:



CLAVERHAM COMMUNITY COLLEGE

### **Remote Learning Guidelines and Expectations**

#### **Safeguarding.**

Please be aware that the remote learning sessions will be recorded for monitoring and safeguarding purposes. The recording will be securely disposed of at the end of the current academic year. If parents or carers have any concerns please direct these to your child's Head of House in the first instance.

#### **Student Expectations and Code of Conduct for Remote Learning.**

When participating in live lessons on Google Meet, or any other video conferencing software, remember that this is an extension of the classroom and you ensure that you are following all our normal classroom expectations.

This includes:

- Be on time for your live lesson (you will receive a link to access your live lesson via your school Google Classroom)
- Make sure you are in a quiet and appropriate place to take part in the lesson
- Cameras and mics should be turned off. A teacher may ask you to switch your mics on to engage in an activity.
- You must not have any distracting technology open
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- Take part in the lesson in an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. The lesson will be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

#### **Rules specifically regarding technology**

- I will only use school technology for school purposes as directed by my teacher.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will not share the live lesson link with anyone.
- I will be responsible for my behaviour and actions when using technology (Google Meet and other interactive applications), this includes the resources I access and the language I use.
- I will use the chat function in Google meet responsibly and appropriately.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I

will report it immediately to my teacher or my parent/carer.

- I will not share resources or videos created by my teachers with anyone who is not a student or member of staff at Claverham Community College.
- I will not record or take photos of my classmates or teachers during a face-to-face session (live or prerecorded lesson).
- I will not share any school content on social media platforms.
- I understand that when using Google Meet and other applications provided by the school that my use can be monitored and logged. This information can be made available to my teachers.
- If audio/video conferencing is used for live lessons, I understand that this will be recorded by the teacher.
- I will follow the rules regarding my use of technology as outlined in the College's Student Acceptable User Agreement which can be found in the Homework Planner and in the College Behaviour Policy.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer will be contacted.

### **Technical/Operational**

- Students to be ready for the lesson 5 minutes before the lesson is about to begin;
- Students are advised to check their Google Classroom for links to live lessons;
- The first lesson begins at 9:00am and follows the revised timings of the day;
- If there are any problems regarding access to lessons please email [itsupport@claverham.org](mailto:itsupport@claverham.org) so that we can try and support any technical issues;
- Students should keep the camera switched off and microphone muted. Their teacher may ask for some verbal responses during the lesson which will require the microphone to be switched on at certain points or communicate by using the chat function.
- Student Support slides available here:  
[Students: How to join a live lesson from Google Classroom](#)

### **Format**

Please see the outlined lesson format below for guidance:

- For a proportion of lessons, staff will provide a live teaching/narrated presentation for at least the opening of a lesson. This will include a live explanation of tasks that will have been set on Google Classroom. A unique link to a live lesson will be provided to your son/daughter via Google Classroom;
- The teacher will remain on-line in order to provide support and answer questions (via Google Meet) about the lesson activities;
- Live lessons may finish earlier to allow students to complete the work set during the lesson;
- For the 'Non-live' lessons, work will be posted on Google Classroom and the teacher will be available during the lesson to support and respond to student questions via Google Classroom NOT by email.
- Your child's lesson will follow a similar structure to a lesson they would experience in school;
- Students are expected keep microphones on mute and type questions into the chat box, if help or support is required or students can use the 'Raise hand' function at the bottom of the screen;
- All work set is to be submitted on Google Classroom; Do not email work to teachers.
- If a student fails to follow classroom expectations the member of staff will record this on Classcharts. Students may be removed from the lesson if their behaviour disrupts the learning of others. If a student is removed from a lesson this will be followed up by

pastoral staff and a phone call will be made to parents or carers;

- All work posted in Google Classroom will be clearly labelled in the following format:



### **Engagement and feedback**

- Students are expected to be ready to learn and complete tasks outlined by their teachers;
- Students are to submit work outlined via Google Classroom in a timely manner.

### **General Rules and Guidelines**

1. It is strongly recommended that you follow the school timetable as far as possible to be able to speak with your teacher. If you contact a teacher outside of your lesson times you should expect your teacher to reply at a time that is convenient to them. This may not be immediately.
2. Please complete tasks as they are set for each lesson. Teachers will be available at the times when they would normally be teaching you in order to answer questions. This will be either through Google Meet, Classroom private messenger or virtual classroom/audio/video conferencing.
3. As soon as you have completed each task, please indicate this to your teacher. Please submit all pieces of work on time.
4. We will inform your parents if you fail to complete your work.

