

January 2021

Dear Parent/Carer

I will, in due course, introduce myself to you personally and send out a recorded message to you all. However, the events of the past few days have shifted the focus for the start of term and I am writing to outline how we will provide education to your child over the next few weeks.

After being appointed to the role of Head of School, in June, I never envisaged that my start of term would take the shape that it has but I have been impressed by the way the staff here in the High School have rallied today, planning and shaping the provision, to ensure that teachers can deliver education and pastoral care to all our students over the next two weeks. The detailed information below outlines the agreed strategy moving forward.

Remote learning arrangements for the week beginning Tuesday 5 January 2021

Following the announcement by the Department for Education to stagger the return to school date for secondary age students we will be providing the following:

- On-site supervised provision for children of critical workers and those deemed vulnerable. These students will be assigned a workspace in one of our IT rooms, which will enable them to follow the remote learning timetable.
- Remote learning provision for students in all years, in accordance with the plan outlined below.

Remote learning arrangements

The students who are working from home will follow a remote learning plan delivered via Microsoft Teams. This will replicate the curriculum which would have been delivered in school and will comprise a combination of some or all of the following:

- A schedule of live, online contact (tutorials, lessons) delivered by QEHS teachers. For students in years 11, 12 and 13, the live contact periods will follow their normal in-school timetable. While, each of these classes will be live for part of the lesson, to ensure work is completed and appropriate feedback given, the lesson may not be live for the full hour. However, we are keen that students have live connection with their teachers regularly to ensure progression in their learning.
- For students in years 9 and 10, they will have live contact with teachers in accordance with the remote learning timetable they have previously been given. The distinction between the year groups reflects the examination imperative for years 11-13 and the staffing requirements associated with on-site, supervised provision for the children of critical workers and those deemed vulnerable.

- Daily contact with their tutor group, delivered by form tutors on Teams.
- Assignments posted on Teams as appropriate (some assignments may be set via external websites such as Dr Frost maths or may be on Moodle).
- Feedback on set assignments.
- Direct links to video lessons (for example: Oak academy, Seneca, GCSE Pod, Dr Frost Maths, Corbett Maths and QE teacher videos).
- Direct links to external websites to access set work. This may take the form of a lesson video, notes and examples, questions or tasks to complete, revision quizzes etc.

Communication with students

As you will be aware, since our return to school in September, all students have been provided with a school email address which they will use to access Microsoft Teams and to communicate with staff when working remotely. The students have received an introduction to the functionality of Teams and how it can be used to access materials. IT support will be available in school and a series of help videos and other guidance can be found here <https://www.qehs.net/index.php/students-area/>

If your son/daughter is in year 9 or 10, they have already received a timetable of scheduled live contact periods for their classes and will receive a further copy by email. Once scheduled, they will also receive notification of lessons in their calendar on Teams. We would encourage all students to monitor activities on their personal Teams calendar on a daily basis as teachers may add additional contact periods to those specified in the timetable. Please be aware that individual lessons may not comprise face-to-face teaching, with a teacher talking for a full hour, as this would generally not be normal classroom practice. However, be assured that teachers will be planning to deliver curriculum content using evidence-based, best practice, to ensure that your son or daughter continues to make strong progress with their learning. Furthermore, wherever possible, online live contact periods will be with your son or daughter's teacher. However, in some instances, scheduling and staffing constraints may mean that the live contact sessions will be led by a different member of staff from the same subject area. In extremis, and if we have to cancel a live lesson, your child will be emailed in advance and directed to online resources to work independently for that lesson.

Attendance and engagement in remote learning

The school will record student engagement with live contact periods and parents will be contacted where students fail to take up an opportunity of lessons in real time. We very much appreciate your support in ensuring that your child engages in the learning provided. Staff in school will maintain contact via telephone with vulnerable students who are working from home. All other students will be able to email their form tutor if they have a pastoral issue or their teacher if they have a subject issue during the time they are out of school.

If you have any concerns about accessing the online learning resources or supporting your son or daughter to continue their learning when they are at home, then please refer to the guidance here <https://www.qehs.net/index.php/students-area/> or contact IThelp@qehs.net. If you have subject-related queries, please contact your son or daughter's teacher or the relevant curriculum leader in the first instance.

As is the case in school, we expect the highest standards of behaviour from students whilst taking part in live, online lessons. Teachers will deal with any issues in remote learning sessions using a

shortened version of the staged behaviour management process. They will use stages one and two to give warnings and a chance for students to make the right choices. However, no after school detentions will be set during this time, so stage three will be bypassed. In the unlikely event of a student moving beyond stage two the student will be removed from the online session. In such instances, parents will be informed.

On-site provision for students and SEN students

Children of critical workers and those deemed vulnerable will be able to attend school on a full-time basis. They will be provided with a supervised space in which to work within their year group bubble and will follow the remote learning timetable in common with their peers.

Students with EHCPs are part of the government's classification of 'vulnerable' students and therefore are offered a place at school from Tuesday 5 January; please email admin@qehs.net if you wish for your son/daughter to attend, if you haven't done so already. If your son/daughter is on the SEN register, does not have an EHCP, but you would still like them to attend school as part of the 'vulnerable' group then please contact Ann-Marie Pick or Di Cunningham via send@qehs.net.

Teachers are aware that some students with additional needs will benefit from differentiated resources and instructions. If your son/daughter is struggling with online learning we would ask that you/they firstly contact their teacher for support and then their named LSA if further support is needed. If concerns continue then please contact Ann-Marie Pick or Di Cunningham via send@qehs.net.

Testing of students and staff

Following the Government's announcement that schools will provide testing to students and staff and the publication of guidance late last week, we are in the process of planning how to accommodate and manage a testing facility on-site. I will contact you with more details once these have been agreed and we will be writing to request your consent to allow us to test your child.

These are obviously challenging times for everyone and we are all dealing with an ever-changing situation. However, we are keen to work in partnership with you all to ensure that, whatever the circumstances, we are doing our best to support everyone in our school community.

Yours sincerely

Neil Seaton
Head of School