

04/01/2021

Dear Parent/Guardian,

I hope that you have had an enjoyable Christmas break so far, despite the very challenging times we are living in.

Arrangements for the start of the Spring Term

As you may have heard via the media, the Secretary of State for Education has made some changes to the staggered return dates for the new school term, in light of the current situation regarding COVID-19 and to enable schools to begin planning for mass testing of staff and students for COVID-19.

From Tuesday 5th January

Only the following students should come into school (at the normal time in school uniform) for face-to-face teaching:

- Those who are most vulnerable, such as those with Education and Health Care Plans (EHCPs) and those with a social worker. (We will contact the parents/carers of these students separately in advance).
- Children of critical workers. (We asked the parents/carers of these students to contact us at the end of last term). At that time, this did not apply to Year 11 students as we were expecting them to be in school. If you are a critical worker and a parent/carer of a Year 11 student and you have no other childcare options on Tuesday 5th – Friday 8th January, please email info@stephensonstudioschool.co.uk with the email title "Support for Key-workers" and include your name and your child's name in the main body of the email with the day's in which you will be sending your child into school. As per previous lockdown, the school requires 24hours notice to ensure appropriate staffing on site (please see the definition of critical workers at the end of this letter).

Please could all of these students bring in a pair of earphones or headphones for use to access their remote learning on a school device.

All other students will remain at home and take part in remote learning. (They will follow their normal timetable and link to TEAMS lesson will be in their outlook calendar).

From Monday, 11th January

The previously mentioned students plus students in Year 11 should attend school (in school uniform at the normal time) for face-to-face teaching. All other students (Year 10) will be taking part in remote learning from home.

From Monday, 18th January

All students in Years 10 and 11 should attend school for face-to-face teaching at the normal time.

Food and drink arrangements (WC04/01)

Please kindly note – unfortunately, we will not be able to provide food and drink in school for the week commencing 4th January, so your son/daughter, if attending school, will need to bring food and drink for break and lunchtime. *The parents/carers of students receiving Free School Meals will be contacted separately about arrangements for these students.*

How will remote learning work?

From Tuesday 5th January, all learning will take place through Microsoft Teams for all year groups which can be downloaded to any device including mobile phones. All students have received training on this whilst in school and all students have now confirmed that they have appropriate access at home.

1. The school timetable will operate as normal, via TEAMS, from Tuesday 5th January for all students. Your son/daughter should use their Student Timetable to ensure that s/he is following the timetabled lesson for that period. For example, if it is Year 10 English on Tuesday p1 at 9.00, this remains the lesson that your son/daughter will follow at this designated time. Each TEAMS lesson will last for approximately 60 minutes in order to give students a short break from using a screen after each video lesson. The remaining 40 minutes will be approximately 30 minutes directed time and 10minutes break.
2. Your son/daughter should follow the link in their outlook or TEAMS calendar to at the start of each timetabled lesson. Please note that attendance and punctuality is being monitored and tutors will follow-up as per normal procedures. Your son/daughter will be able to ask the teacher for that lesson any questions either verbally or using 'Chat' facility on TEAMS.
3. Form time: The only exception to the usual timetabled day is the form time period which is at the start of every day for 15 minutes. Students do not need to log into the form time period. However, your son/daughter's form tutor will be available via email every day from 8.45-9.00 for any general wellbeing questions that your son/daughter may have.
4. For any technical issues, please email us at info@stephensonstudioschool.co.uk. Please may we kindly ask for your continued support with regards to our high expectations regarding behaviour and logging on for students when learning remotely.
5. We know that you will kindly bear with us should we have any technical issues with using TEAMS for video teaching. If we do, all lesson instructions will be placed in TEAMS class for students to follow. TEAMS will remain the key platform for all communication for teachers and students.

Lesson times for remote leaning

Lesson times remain unchanged from the normal school timetable and are as follows:

Lesson	Times
1/2	9.00-10.40
3/4	11.00-12.40
5/6	13.30-15.00

Arrangements for Mass Testing

We are currently reviewing the Government's proposals regarding mass testing in schools and we will contact parents/guardians in due course to explain how we are proposing to organise the mass testing of staff and students within our school. I want to reassure you that we will not begin testing until we are fully confident we can conduct this in a safe way.

Finally, I'd like to wish you and your family a very Happy New Year!

Yours sincerely,



Mr K Hobbs
Headteacher