



St Edward's School

Unity - Achievement - Faith

6th January 2021

Dear Parents and Carers,

I hope this letter finds you well and that you had a restful Christmas and New Year.

Firstly, I want to let you know that despite not being on campus together we are still very much a community and we will continue to work together to ensure that your child's needs are met and that their learning journey continues to be as successful as ever.

As previously mentioned in your letter from Mr Barnett, remote learning will follow a new daily structure so that students on campus and at home will follow the same timetable below:

Tutor Period	8.50-9.10
Period 1	9.10-10.10
Period 2	10.10-11.10
Break	11.10-11.35
Period 3	11.40 - 12.40
Period 4	12.40 - 1.40
Lunch	1.40 -2.05
Period 5	2.10-3.10

Teachers will set all work online via Microsoft Teams. These lessons will be varied in their approach, some requiring individual independent learning, whilst others will be live; all of which will be communicated to your child via Teams. Additionally, there will be a fortnightly overview emailed to yourself and to your child with the work for the week ahead. We require all students to complete and submit all their work online via the Teams platform during the normal school hours; and teachers will also be contactable via either the Teams email chat or email if clarification or support is required.

In addition to the remote learning provision we want to ensure that there is holistic support for our students. With this in mind all students must attend a Monday morning live tutor time at 8:50-9:10. This will be with their form tutor, who will provide students with a friendly face, give any key notices, and have a catch up on how everybody is doing. Tutors will remain the first port of call for communication, followed by Miss Sim the Learning Behaviour Support for Year 7, and then myself. For students of 7LK, Mr Keene will be their new tutor, taking the place of Mrs Keene who is currently absent from school. He is very much looking forward to building a great relationship with his form.

There will also be a weekly assembly run by myself, this will be on Wednesday mornings, and a weekly newsletter, one for parents and one for students, called 'St. Edwards Spirit' will be sent out every Friday, with a variety of information to ensure that our communication with you remains strong. This will begin on Friday 8th January 2021.



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Please note that attendance for tutor time, assemblies and live lessons is compulsory, and attendance will be monitored. Some approaches that could be implemented to help your child during remote learning are:

- Keep the structure of the school day, including breaks; as this maintains daily routines
- Work through the lessons as per their usual timetable
- Contact the relevant teacher if there are any issues sooner rather than later
- Submit the work via Teams as per teacher instructions
- Switch off at the end of the school day and have some time away from electronics

For those students who will be joining us on campus please ensure that you have filled in the enrolment form. We will require you to fill this in *weekly*, so that we are aware of exactly how many students will be on site. Please note, we can only have students in if they are either classed as vulnerable or if parents/carers are key workers *and there is no-one else at home who can care for them*.

Please can I request your support in ensuring that when students are working remotely they are only using the chat function to contact teachers rather than one another, as it can be distracting for students when trying to work. We will do our best to monitor this also. Students who misuse school communications will be managed under the school's behavior policy.

I appreciate this letter holds a lot of information; these continue to be uncertain times where we will have to be flexible and adapt as necessary. We care very much about supporting our families and students, so please do contact the 'heretohelp' email address on heretohelp@st-edwards.poole.sch.uk if you have any further questions.

With warmest wishes,

Mrs Collette Morgan

Director of Learning