



St. John's Church of England Middle School

October 2020

Dear Parents/Guardians

You will be aware of the concern nationally that the number of confirmed cases are once again rising. Whilst we hope we do not have to take any drastic action in terms of closing year groups or bubbles, we wanted to share an overview of our contingency plans for how we would respond to a positive case from a child or a member of staff. We would like to stress that there is no suggestion that this is imminent; this is our contingency plan, which we thought prudent to share with you:

Step 1: Information regarding a positive test is received and the decision to close a year group/ part year is taken by Head of School/Trust following advice from Public Health England and the Department for Education.

Step 2: Parents will be informed immediately via Parentmail, text message and epraise with clear details of the reason for closure, arrangements for collection of children and timescales for return.

It is vital that we have the correct up-to-date contact details for you.

Step 3: Please respond immediately to either the text message or epraise message with the word 'collecting', if you will be collecting your child from school or 'walking' if your child is to walk home. Children will be advised to wear their masks as they leave the school and make their way straight home or to the collection point. Therefore, each child will need to ensure they have a mask either in their bag or in their tray. Please note children will **NOT** be allowed take the shared school bus home and therefore provision must be made if this affects your son or daughter.

Step 4: If your child has access to a mobile phone they will be able to switch it on in order to receive communication regarding finer collection details. You will **not** be able to drive down Watt Close to collect your child. If your child does not have access to a mobile phone please reply to the epraise message with details regarding collection. Children will not be released from the school premises until we have received confirmation the message has been received by parents.

In order to keep the phone lines as clear as possible, please do not call the office unless an emergency.

Step 5: On the day that your child leaves the school you and your child will receive an information sheet that lists all teacher's email addresses, zoom meeting IDs, passcodes and a breakdown of the times of the school day. This will be sent out via Parentmail and epraise.

Step 6: Virtual teaching via Zoom will commence the following day for English, Maths and Science lessons (core subjects). These lessons will start at the same time as specified on your child's timetable and will last for approximately 20 – 30 minutes.

Step 7: epraise will be used to distribute work, resources and provide pupils with feedback for all non-core subjects. Your child can expect work to be set for these lessons according to their timetable. The work will appear on epraise either the night before or on the day of the lesson, depending on the member of staff's teaching commitments. This is to ensure a sense of structure and normality for pupils. Where technical issues prevent your child from submitting work via epraise, emailing work to teachers is an acceptable alternative.

Step 8: This process will continue throughout your child's isolation. Throughout any closure, staff will be contactable by epraise or email during normal school working hours should you require any additional support. Please bear in mind that staff still have to maintain their teaching timetable within school and may not be immediately available.

Zoom

Zoom will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. If needs must, it will also work on any smartphone, although a small screen is not ideal. We are conscious that some families will have parents and other children working online from home simultaneously and that others may be concerned about the quality of their home broadband. Please be reassured that Zoom only uses very low bandwidth.

Attendance

Registers will still be kept, and pupils are responsible for logging in to all of their scheduled lessons. Persistent absences will be followed up through the normal pastoral channels.

Pupil Conduct & Behaviour

Pupils are expected to log-in to their Zoom lessons on time and be well prepared with the necessary resources. As with a normal school lesson, they are expected to be attentive and participate willingly and respectfully. Pupils do not need to wear School uniform when online, but must be dressed appropriately for a school environment (no pyjamas, crop tops etc). As with normal classes, pupils must not disrupt the learning environment for others.

Teaching

Wherever possible, lessons will echo what would normally occur in the standard physical classroom, although some modifications may be appropriate for the digital environment. Teaching will remain active – a mixture of teacher led delivery of course content, discussions, engaging assessment activities, or facilitating pupil interaction. Small-group breakout sessions will also run frequently.

Lesson Practicalities

Pupils have received written guidance as well as time within computing lessons to help them become familiar with Zoom.

Pupils should try to ensure the light quality is adequate. Natural light is best e.g. from a nearby window or skylight. Pupils should aim to minimise background noise (e.g. phones, pets, building works) that may be distracting and interfere with the quality of the learning possible. Background scenes that may be distracting are best avoided whilst pupils should be mindful that no personal information or items are accidentally shown on screens.

We thank you for your continued support during these ever-changing challenging times.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Elwell'.

Mrs A Elwell
Head of School