

September 2020

Dear Parent/Carer,

As part of our planning for the return of all students at the start of Autumn Term, we have been working on a remote learning plan that can be implemented if students have to isolate due to the current pandemic.

Our aim is to ensure that students continue to have access to a high-quality teaching and a broad curriculum, with online lessons being supported by assignments that can be completed independently.

If your child is absent from school with possible coronavirus symptoms and you are awaiting a test, we will be asking our teachers to email work to you that your son/daughter can complete if they are feeling well enough. Where possible we will try to include a PowerPoint or video link in place of the teacher input. Any work completed at home should be given to the subject teacher when they return to school.

We are sure that many of you have been keeping a close eye on the news and have seen that in exceptional circumstances it is sometimes necessary to isolate a class or year group due to coronavirus cases. We have summarised below our plan to address these situations should they occur at Goldington.

Small group isolation – Where a small number of pupils are self-isolating, if this coincides with teachers who are also in isolation, they will deliver daily online lessons using Microsoft teams. The schedule of lessons will be entirely dependant on circumstance. Other subjects will set tasks on ‘Show My Homework’ (SMHW) which should be handed in to their subject teacher on their return to school.

Whole class isolation - Teachers will deliver online lessons using Microsoft teams in the core subjects. These will take place in your child’s normal timetabled lesson, but will start slightly later than normal, 15 mins after the official lesson start, to enable staff to get from their previous lesson and set up the ICT equipment required. Other subjects will set tasks on ‘Show My Homework’ (SMHW) that can be completed during the students timetabled lesson slot. Students will be expected to hand in any work completed during the two-week isolation period to their subject teacher on their return to school.

Whole year group isolation - Teachers will deliver online lessons using Microsoft teams in all subjects. These will take place in your child's normal timetabled lesson, but will start slightly later than normal, 15 mins after the official lesson start, to enable staff to get from their previous lesson and set up the ICT equipment required. Tasks will also be set on SMHW for students to complete independently. Students will be expected to hand in any work completed during the two-week isolation period to their subject teacher on their return to school.

Whole school isolation - Teachers will deliver online lessons using Microsoft Teams in all subjects. These will take place in your child's normal timetabled lesson, but will start slightly later than normal, 15 mins after the official lesson start, to enable staff to a short break between each lesson. For the Microsoft Teams lessons students may find that it is not their normal teacher delivering the input/instructions. Tasks will also be set on SMHW for students to complete independently. Students will be expected to hand in any work completed during the two-week isolation period to their subject teacher on their return to school.

Local or UK lockdown (All schools closed) – A lockdown timetable will be implemented where each year group will receive two online lessons, using Microsoft Teams', every day. The lessons will cover the majority of the curriculum across the course of the week. Both lessons will be in the morning, Lesson A at 9:30am and Lesson B at 11:30am. This timetable will be emailed to all parents should a full lockdown be implemented. For the Microsoft Teams lessons students may find that it is not their normal teacher delivering the input/instructions. Additional work will be set for all subjects on SMHW to supplement the online lessons. We envisage that this would be completed around the online lessons and in the afternoons.

During a period of isolation, we expect that students will:

- Login to SMHW every day to see what assignments they need to complete.
- Attend all the online lessons for their teaching group that are being delivered via Microsoft Teams (attendance would be mandatory, not optional)
- Always try their best and complete tasks to a high standard
- Email their subject teachers if they have any questions or problems with the work set
- Hand in all the work completed during the two-week isolation period on their return to school
- Follow their normal school timetable each day to provide structure to their learning

What you can expect from staff at Goldington during a period of isolation:

- Online lessons, via Microsoft Teams, as stated above
- Additional work set on SMHW for students to complete to supplement the online lessons or where online lessons are not being offered
- Responses to student questions and problems via emails

- Phone calls from your child's form tutor if they are not attending online lessons

How can you help?

- Ensure that you are also checking the assignments on SMHW so you know what they need to complete and that it is being completed to a high standard
- Ensure that they have a suitable place to work each day without distractions
- Encourage your child to email their teacher if they are finding work difficult or have any questions. Alternatively, you could contact the subject teacher directly. All staff email addresses are available on the school website.
- Ensure that your child is attending all the online lessons that are available to them and that you inform your child's form tutor if there is a reason that they are unable to participate. If the reason is something that we can help you with we will do our best to support you.

We hope that this letter has provided you with all the information you should need at the current time, but if you do have any unanswered questions then please contact your child's form tutor.

Your sincerely



**Sarah Thomas**  
**Assistant Head Teacher**