



25<sup>th</sup> March 2020

Dear Parents/Carers,

It is a few days since I have written to you and much has changed since last Friday. We are now having to adjust to very different patterns of behaviour and way of life. During this national crisis the role of schools is now to provide for some of our most vulnerable students and to support key workers to be able to do their work alongside our core educational role. We have put in place a range of systems and procedures to ensure we fulfil these roles and we are preparing for this to be necessary in the medium to long term.

The pace of developments has been somewhat overwhelming at times and the first advice that I would give you is to spend this week adjusting to our new circumstances, have time with your families and not to put too much pressure on your children.

In my letter on Friday last week I informed you that further information on the measures we have put in place for home learning would be shared with you and these are outlined below.

### **Home Learning Information and Guidance**

Our home learning programme started on Monday 23<sup>rd</sup> March for all students in Years 7, 8, 9, 10 and 12. This will continue for the remainder of this term, pause for the Easter holidays and then resume after the holiday, if required.

The main way that work will be set is through Show My Homework (SMHW) and this will be set in advance by the subject teachers. How this is set will vary at present with some staff setting work in advance and others on a lesson by lesson basis. We are intending to standardise how this is being set in the future and will let you know of these developments.

We have already informed parents and students on how to access SMHW and I hope that this is going smoothly. The basic rule here is that if your child can see the work in SMHW then it is for them. We are aiming to replicate the curriculum as best we can so work will be set across the full range of subjects that your child would be studying at the school. I suspect that it may have been rather overwhelming for your child to see so much work appear at the start of the week for them to complete and they will need your help in planning their learning day and how best to distribute this work across the week.

### **Online Curriculum**

The type of work that will be set will vary between subjects and year groups but is likely to include:

- On-line learning resources such as GCSE pod and SAM Learning.
- Use of study guides/ textbooks/ past papers.
- Research based extended learning tasks.
- Reading.

- Exercise activities that can be set within the social distancing guidelines.
- Art and design tasks.

We have instructed teachers not to use their personal social media / email accounts for live video or conferencing calls. However we are likely to make use of some of the official school accounts set up by subjects this year.

### **Years 7-9**

Key Stage 3 work is being set across all timetabled lessons equivalent to the number of hours taught over the two-week timetable. Work may include a range of activities to ensure variety is maintained and different learning needs are considered. There will be no expectation for work to be submitted to teachers during the two weeks up to Easter. If the school remains closed beyond Easter, we will be putting in place a system to allow students to submit work for marking and feedback.

### **Year 10**

Students will need to do a similar amount of work as if they were in school. Teachers will set a range of activities to ensure that there is good variety to what students are required to do. We are investigating how we could continue with the Year 10 examinations at the start of May in an online format so that students' motivation is maintained and to provide teachers with feedback on their progress. Year 10 work will be marked and feedback provided using school email addresses.

### **Year 12**

We are expecting students to study the same number of hours as if they were in school, roughly equivalent to 7 hours per option subject per week. This takes into account the time they would be in lessons and the homework that we would be expecting them to do. Teachers will direct students on how to submit work and how feedback will be given. School email addresses will be the communication channel used.

### **Home learning guidance for parents**

It may be difficult for you to manage the learning of your children during this time and every family will approach the challenge differently. There will also be a good number of students who find the prospect of learning from home extremely difficult without the expertise and support provided by staff. Where possible we suggest the following:

- Help your children structure the day/week ahead. Many will enjoy making a timetable for the week ahead.
- Follow their current school timetable where possible. Home learning tasks in many subjects will mirror the timetable so this will assist with scheduling the week.
- Work at a desk or table in as quiet an environment as possible.
- Switch phones/devices off.
- Take regular breaks.
- Take advantage of the many activities and resources that have been made available to families to support the work being set by school.
- Use rewards and praise to encourage and motivate.

**Students without PC / internet access**

We will send out packs of work for those who have told us they do not have access to the internet and/or a PC. This may take a little while to put together but we are endeavouring to get these out to students as soon as possible. Please let us know if your child would benefit from this. We are aiming to either deliver or to send out in the post; this may depend on the physical size of the packs.

**Contact and communication with school**

The school is open currently with a small number of students being supervised in school. Therefore we do have staff in school each day and the school office is staffed if you need to get in touch. There are members of the senior leadership team in school each day. You can continue to email [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) and any message will be passed to the relevant member of staff. Staff will respond via email rather than with a phone call and they will try to do so with two working days.

**Pastoral Support**

Ms Lobbett will be sending out a letter to all parents outlining the provision that will be in place with regards to ongoing pastoral support.

I hope that the home learning arrangements go well. We will be contacting a sample of parents before the end of this term to ask how this is going and this will help us to evaluate and review our arrangements.

I will continue to write to you on a regular basis to update you on developments.

Yours faithfully



Mr S Mackay  
**Headteacher**