



1st January 2021

Dear Parent/Carer

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

I am sorry to be contacting you during a school holiday, but I thought it would be helpful to update you about or plans 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/carers of a Year 11 student and you have no other childcare options on Tuesday 5th – Friday 8th January, please click on the link below and complete an online reply slip to inform us you will be sending your child to school. (Please see the definition of critical workers at the end of this letter)

<LINK SENT IN EMAIL>

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. (Please see below for further details).

From Monday, 11th January

The aforementioned students plus students in Year 11 should attend school in school uniform and Year 13 should attend school at the normal time for face-to-face teaching. All other students will be taking part in remote learning from home.

Cambridge Nationals examinations will go ahead as planned on Monday 11th January for those students in Years 10, 11 and 12 who have already received their examination timetables for these subjects. Students in year 12 involved in these examinations should sign in at Sixth Form Reception before making their way to the

examination. Students in Year 10 should sign in a Student Services. Students should ensure that they arrive at the relevant venue at least 10 minutes before the scheduled start time for the examination. Year 10 and 12 students should sign out as soon as they have finished their exam and leave the site immediately. Year 10 students should attend in full uniform please.

Year 11 trial examinations will commence on Wednesday 13th January. A revised version of the trial examination timetable accompanies this letter. Please ensure that your son/daughter makes a note of the revised dates and keeps hold of the personalised version of the timetable which they were issued with before Christmas as, although the dates of the examinations have changed, the venues and seat numbers for each subject will remain the same. Students should follow their normal timetable when not in examinations.

From Monday, 18th January

All students in Years 7-13 should attend school for face-to-face teaching at the normal time.

Food and drink arrangements

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 Google Classroom for all year groups (7-13) which can be downloaded to any device including mobile phones. All students should have already accepted their Google Classroom codes from teachers.

1. The school timetable will operate as normal from Tuesday 5th January for all students. Your son/daughter should use his/her Student Organiser to ensure that s/he is following the timetabled lesson for that period. For example, if it is Year 8 English on Tuesday p1 at 9.10, this remains the lesson that your son/daughter will follow at this designated time. Each lesson will last for approximately 50 minutes in order to give students a short break from using a screen after each lesson.
2. Your son/daughter should log onto the Google Classroom page for each of his/her classes at the start of each timetabled lesson. **From here, s/he will either open up a Zoom code for the lesson or will compete work set by the teacher on Google Classroom.** At all times, your son/daughter will be able to ask the teacher for that lesson any questions using either the 'Stream' facility on Google Classroom or the 'Chat' facility on Zoom, depending on which platform is being used.
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 twenty minutes. Students do not need to log into the form time period. However, your son/daughter's form tutor will be available via the private message stream option every day from 8.50-9.05 for any general wellbeing questions that your son/daughter may have.
4. For any technical issues, please email us at ITSupport@highamlaneschool.co.uk
5. 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. A separate email reminding students

about this will be sent on Monday 4th January and posted on to all students' year group Google Classroom page.

6. We know that you will kindly bear with us should we have any technical issues with using Zoom for teaching. If we do, all lesson instructions will be placed on Google Classroom for students to follow. Google Classroom class pages remain the key platform for all communication for teachers and students.

All information and reminders about remote learning can be found on our main school website page within the 'Remote Learning' tab.

Lesson times for remote learning

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

Monday, Tuesday, Thursday and Friday

Lesson	Times
1	9.15
2	10.15
3	11.35
4	Yr7-8 12.30 Yr9-13 13.10
5	14.05

Wednesday

Lesson	Times
1	9.15
2	10.10
3	11.25
4	Yr7-8 12.20 Yr9-13 13.00
5	13.55

Arrangements for Mass Testing

We are currently reviewing the Government's proposals about this and we will contact you 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,

P Kelly

Headteacher

Definition of ‘Critical Worker’

The sectors within which ‘critical workers’ have been identified are:

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK’s health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administration occupations essential the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working the civil nuclear, chemicals, telecommunications (including but limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.