

31 December 2020

Dear parent/carer

I hope you are having a safe and enjoyable Christmas break. On Wednesday 30 December 2020, the government changed its guidance regarding the start of term in January 2021. It is now advising that secondary schools in England should **not** fully re-open to all students following the Christmas holidays until Monday 18 January 2021.

Start of term arrangements

Monday 4 January 2021 will be an INSET Day as planned.

From Tuesday 5 January 2021 until Friday 8 January 2021:

- Students in all year groups (Year 7 – Year 13) will access remote learning from home. Information on how to access remote learning is detailed later in this letter.
- The Academy will have on-site provision for students who meet one or more of the following criteria:
 - Key Workers' children who do not have any alternative childcare arrangements
 - vulnerable students
 - students who cannot access remote learning from home and the Academy cannot lend an appropriate device.

This on-site provision will be the same as that delivered to those students who are working from home and will take place during normal Academy hours.

If you have not already done so, please contact us at office@dukeries.atrust.org.uk, as soon as possible, if you require use of our on-site provision. In your email, please state the reason you need access to on-site provision. We are awaiting confirmation that school transport will operate as normal. We will contact you on the 4 January 2021 to confirm your place and provide further details regarding school transport if appropriate.

Full Academy uniform and equipment expectations will apply to all students attending on-site provision.

- Vocational and technical examinations will go ahead as planned. The sixth form team will provide specific details related to examinations and examination preparation on Monday 4 January 2021.

From Monday 11 January 2021 until Friday 15 January 2021:

- Students in exam groups (Year 11 and 13) should attend the Academy in person, along with the children of key workers, vulnerable students and students who cannot access remote learning from home.
- All other students will access remote learning as described below.

- Vocational and technical examinations in Year 11, 12 and 13 will go ahead during this week as planned.

Unless the guidance changes, we will reopen to all students for face-to-face teaching on Monday 18 January 2021.

Remote learning

Our aim is to ensure that students have access to a full live lesson timetable through Microsoft Teams. Please see our 'Parent and Student Remote Learning Guides' on our website, which help to explain our expectations, along with what your child can expect from us. You can find those here: <https://www.dukeries.atrust.org.uk/students/home-learning/> along with useful video guides to support you.

We expect all students to attend their full remote live lesson timetable. If your child is ill, please contact the Academy Attendance Line as normal. If your child cannot access remote learning from home, please inform us at office@dukeries.atrust.org.uk. We may be able to lend an appropriate device or we will arrange for your child to attend our on-site provision.

Each morning, students will be required to log-in to Microsoft Teams using their Academy e-mail address and password. If your child has forgotten these, they can be reset by emailing: ITSupportTDA@academytransformation.co.uk.

Key points and expectations for students in Year 7-10:

- In preparation for each lesson, students should have paper and the appropriate equipment required for learning
- Students will be added to a Remote Learning Team, and will be assigned to either a Group A or a Group B
- Students will need to check their timetable daily. This timetable can be found in the "files" section of their Remote Learning Team.
- Students should log in to Tutor Time, from 8.40am, each day. Your child's tutor will help them plan for the day ahead, take a register and share key updates.
- Students should attend all of their assigned lessons. Lessons will be delivered by a specialist teacher but may not be their usual teacher. Lessons will start at 8.40am (Tutor Time), P1: 9.05am, P2: 11.00am and P3: 1.20pm and students are expected to be signed in prior to the lesson starting.
- Lessons can be accessed from within their Remote Learning Team "posts" area and/or their calendar in Teams.
- Attendance processes will operate as normal, and regular contact will be made with home to ensure that students are attending live lessons
- Students should return work to their teacher as requested and the teacher will explain how this should be done.

Key points and expectations for students in Year 11-Year 13:

- In preparation for each lesson students should have paper and the appropriate equipment required for learning
- Students will follow their normal timetable
- Students should log in to Tutor Time, from 8.40am, each day. Students' tutors will help them plan for the day ahead, take a register and share key updates.
- Students should attend all of their assigned lessons. Lessons will be delivered by their normal classroom teacher. Lessons will start at 8.40am (Tutor Time), P1:

9.05am, P2: 11.00am and P3: 1.20pm and students are expected to be signed in prior to the lesson starting.

- Lessons can be accessed from their Class Team “posts” area or their individual calendar in Teams.
- Attendance processes will operate as normal, and regular contact will be made with home to ensure that students are attending live lessons
- Your child should return work to their teacher as requested and the teacher will explain how this should be done.

Mass Testing

The government have also announced that a programme of mass COVID testing, of secondary school staff and students, will operate from January 2021. We are currently reviewing the guidance and finalising plans to implement this programme. I will write to you early in January to provide further details.

I appreciate that this change is at short notice and may inconvenience you, but it is essential that we closely follow all government guidance on COVID-19 to safeguard our students, our staff and the wider Academy community.

Thank you for your continued support.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ged Rae', with a small flourish at the end.

Mr Ged Rae

Principal