



“Kindness is doing what you can, where you are, with what you have.”

We have experienced huge change in our daily routines over the past week or so; parents working from home, students learning on line at home and staff supporting learning remotely from home. Please be kind to yourselves as we all adapt to these new patterns and encourage your children to take their time, stay calm, do their best and keep in touch with teachers and tutors. (Further guidance on Learning at Home attached.)

Thank you for your feedback so far. This is invaluable as we continue to plan and develop our remote practice. Please continue to do this via tutors and teachers so we can continue to refine our efforts over the coming weeks and potentially months.

I wish for all children to have a complete break from their studies in the Easter Holidays and have asked staff not to set ‘holiday work’. These have been stressful times for everyone, after a long, dark Spring Term during which children worked extremely hard at school, and I would like them to relax and enjoy a well deserved break.

We will be working closely with the exam boards and the DfE to ensure our students get the grades they deserve in both GCSEs, vocational subjects and A levels. The DfE expect to publish detailed information about the grading process before Easter. This information will include guidance for teachers on how to consider the full range of evidence they have available when submitting their assessment grades. Consequently we are no longer publishing reports for Years 11 and 13 as it would be inappropriate of us to publish assessment grades for students before we receive such guidance from the DfE. We will communicate with you as soon as we know and fully understand the process.

Our school remains open for the children of our Key Workers who cannot be looked after at home whilst their parents help to look after us during these challenging times. Thanks to teacher volunteers we will continue to remain open during the holidays for these children, to do what we can to support front line services.

One of my favourite times of the year at school is when we open up the field in Spring, after a long, wet and muddy winter; ironically this was the week we would have opened it! Beautiful as it looks right now, it’s so much better with 700+ students on it during each lunch break! Our children are the soul of our school and we miss you all greatly. Please keep in touch...

**Mrs Paley**

## Work Hard

### Working hours:

Try to complete your work and contact your teacher during normal school hours. We do not expect you or your teachers to work outside of your normal school hours. There is no expectation of being on a laptop at all times – if assignments set suggest you read, work on a whiteboard, utilise your knowledge organiser or complete questions, try to set the laptop to one side to focus on this.

### Contact:

Stay in touch with your teacher and ask any questions you have using your email. Bear in mind that teachers may take time to respond due to being part time.

### Feedback:

Just as in normal lesson, not all work will be marked from every assignment, and therefore you will not need to hand it in. Instead teachers may give you the answers or address key mistakes in the next assignment, where you could purple pen your work. If you are to hand in work that will be made clear in the assignment instructions.

### Organisation:

Try to keep your work in order so that it is useful for you when you return to school. Having a separate wallet for each subject, or just ensuring you keep all work together for each subject with a paperclip will help. Remember, the more organised you are the better you will be able to hit the ground running when you return.

**Take Pride in Yourself:** Every one of your teachers have been hugely impressed with the level of independence you are all showing. At the end of a day, reflect on your achievements and then rest for the evening.

**Take Pride in your School:** Try to ensure any book work you do follows our PROUD guidelines – you will be using these when you return to school!

**Take Pride in the NHS:** Ensure you are following the social distancing and Government lock down rules at all times. The more everyone does this, the quicker we will be able to return to normality.



### Suggested Timetable:

**P1: 0845 – 0935**

**Break: 0935 – 0950**

**P2: 0950 – 1040**

**Break: 1040 – 1100**

**P3: 1100 – 1150**

**LUNCH: 1150 – 1250**

**P4: 1250 – 1340**

**Break: 1340 – 1355**

**P5: 1355 – 1445**

**Break: 1445 – 1500**

**P6: 1500 – 1550**

**STOP FOR THE EVENING!**

In this document you will find some initial guidance on how you can ensure a healthy work/life balance during this period of school closure. You have all done an amazing job so far, so the most important thing to do is to keep that level of motivation high to ensure your return to school is as smooth as possible.

### Be Kind to Yourself.

Try to stay connected with your friends and family as much as you can.

Do not worry if you do not fully complete an assignment – come back to it the next time you have that subject on your timetable. **Students should only work on assignments for a maximum of six hours per day.**

Make sure you take regular breaks. We recommend 50 minutes working with a 15 minute break. Try to take an hour for lunch.

Ensure you take advantage of the permitted daily exercise to keep your body and mind healthy.

### Be Kind to your Family.

Some of your family may also be working from home. Try to help around the house by tidying up or perhaps cooking dinner. If a laptop has to be shared, ensure this is fair and don't panic if you haven't fully finished an assignment.