

18 December 2020



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Dear Parent/Carer

Re: January staggered return

I am sorry to be writing to you on the last day of term, but as I'm sure you have heard, yesterday there were announcements from the government which will affect our reopening in January. These changes have been implemented to allow schools to set up and administer COVID tests to both students and staff of secondary schools. Due to this new information there will be some changes to the beginning of the Spring term in the new year.

What are the new start of term arrangements?

The return to school for students will be as follows:

- **Year 11** will return to school as planned on Tuesday 5th January and have their normal timetabled lessons. All Year 11 students are expected to attend.
- **Year 7-10** will learn remotely from Tuesday 5th January to Friday 8th January 2021.
- Any students in Year 7-10 who have an EHCP; whose parents are key workers or students who do not have access to the internet will be supervised in school from Tuesday 5th January to Friday 8th January.

How will the online learning be delivered?

All lessons will be during their usual timetabled slots from Tuesday 5th January to Friday 8th January. Staff will set up the lessons and invite students to join them via Microsoft Teams. Students will then have input via a live lesson, via the chat facility or through the microphone. All staff will be in school delivering the lessons. Students will need to join Teams each day to access the lessons.

We do ask that all students joining live lessons **keep their cameras switched off** at all times.

Is there any help if a student doesn't know how to get onto Teams?

Students have already been given cards with their log in details. You should also have received a personalised letter with the same information via your child.

Students have used Teams in a variety of lessons and for homework. If your child cannot remember their password please email admin@pilton.college and ask for them to reset it.

There will be a help video available from Monday 4th January 2020 on the home page of website which demonstrates how to access Teams, where the lessons will take place and how to access work.

Which students, other than Year 11, can come into school between Tuesday 5th and Friday 8th?

If your child is in Year 7-10 and **has an EHCP**; if they **do not have access to the internet** through any device or if you are a **key worker** then your child can come into school. We do need to know if this is your intention so in the first instance please fill in this questionnaire:

https://forms.office.com/Pages/ResponsePage.aspx?id=3RWFZvuneEGMNLPLdk_cDjsXKl88mlBkw1EkQnpZENUQzhDRFIPT0I5TzFJQIFSR0VSMklBVkJMNC4u or if you cannot access this please

email bburland@pilton.college detailing your child's name, their tutor group and why you require a place.

When will the testing take place?

We do not have all the details of the plans for testing as yet. We will however be back in contact with you via email and via our website the week beginning Monday 4th January 2021 with further information about this.

I would once again like to thank you for all of your support this year and wish you a restful Christmas break.

Yours faithfully



Danny Heaton
Deputy Headteacher