

Dear Parent/Carer

National Lockdown and school update

Sadly, once again we find ourselves in a position where the school is closed to all but critical/key worker families and vulnerable students. As I am sure you can appreciate we are working rapidly to adjust to the announcement made last night by the Prime Minister.

The move to online or remote learning has already begun and I have already visited a number of online lessons to see and hear students interacting with their teachers this morning. It is vitally important that students fully engage with remote learning as they follow their normal school timetable.

Below is an outline of our plans as we move to remote learning over the next few days.

Virtual form time

Each day will start with a virtual form time and students are expected to check in with their tutor from 8:40 am to ensure they are ready for lessons for the day ahead. This will be done via Google Classroom. This will be fully functioning from the start of next week. This will provide daily pastoral contact for all students and create a sense of routine that is so important with school. In the first instance, as normal please contact your child's form tutor or Head of Year for help. For support beyond this please contact Mr Wilson Assistant Headteacher if you need any pastoral support.
swilson@cottesloe.bucks.sch.uk

Virtual assemblies

Heads of Year and SLT will conduct regular assemblies to keep a sense of community and reinforce expectations around engagement with online learning.

Remote learning

We have made considerable progress with Google Classroom and its associated suite of tools. Students should be very familiar with this and be able to access a classroom for every subject that they take. This will be the central platform for posting, submitting and receiving feedback from teachers. Students should log onto their Google Classroom for every lesson as per their full school timetable and complete the tasks set. Staff will be online to support students and provide feedback and advice. All staff will be using a remote 'learning tracker' to monitor engagement with online learning. Staff will contact you directly if they have concerns about student engagement.

We have adjusted timings slightly to build in some break times across the school day so students and teachers can be prepared for each session.

<i>Tutor time</i>	Period 1	<i>Ten min break</i>	Period 2	<i>Ten min break</i>	Period 3	<i>Lunch</i>	Period 4	<i>Ten min break</i>	Period 5
8:40 – 9:00	9:00-10:00	<i>Ten min break</i>	10:10-11:10	<i>Ten min break</i>	11:20-12:20	<i>Lunch</i>	12:50-1:50	<i>Ten min break</i>	2:00-3:00



If you need any support or guidance on remote learning please contact Mr Smith Assistant Headteacher Teaching and Learning. ssmith@cottesloe.bucks.sch.uk

In school arrangements

We will operate our 'bubbles' as in the previous lockdown to ensure those families that need support will have access to school. We are in regular communication with our bus companies to ascertain the service they will be providing to ensure those students who need to get into school can do so through school transport. Please contact Mrs Baldwin, Deputy Headteacher if you need any support over the coming weeks. lbaldwin@cottesloe.bucks.sch.uk

Safeguarding and wellbeing

As before, TEAM Hub and key pastoral staff will establish regular contact with those families and students who need additional support. If you need any support please contact Mrs Hankin Assistant Headteacher and Designated Safeguarding Lead chankin@cottesloe.bucks.sch.uk or any member of our Safeguarding Team. Please see our school website for more details.

Exam year groups

There is still considerable uncertainty and ambiguity following last night's announcement regarding exams. At this stage we simply do not know what if any assessments or exams will take place. It is very likely to involve some form of teacher or Centre Assessed Grades as was used last year. Mr Peel Assistant Headteacher will be keeping a close eye on this topic and he will share with you any news as and when we get it. rpeel@cottesloe.bucks.sch.uk

The important message for all students due to take exams this year is that continued engagement with and submission of work that reflects their best ability, whether that be online during this period of remote learning or face to face when school fully reopens will be crucial if they are going to get the grades they fully deserve.

Sixth Form

The Sixth Form team will continue to support those students with their Post 16 and 18 plans. Recruitment into the Sixth Form will continue and guidance on progression into University, work or apprenticeships will be supported by Mr Matcham Assistant Head of Sixth and Careers Lead. cmatcham@cottesloe.bucks.sch.uk and Mr Youngs Assistant Headteacher Head of Sixth Form ayoungs@cottesloe.bucks.sch.uk.

IT support and Free School Meals

We appreciate that the move to online learning has many challenges for some families. We have a clear picture following our previous lockdown of those families that need support with devices and/or data to access Google Classroom. Please contact Mrs Lynott Assistant Headteacher if you need any support with IT support or require free school meals or food parcels support. alynott@cottesloe.bucks.sch.uk



I will update you shortly on the availability of the Chromebook devices that were scheduled to come online for Year 7 and 11 as previously announced.

Covid National Testing Programme

We are awaiting further guidance on this, but we are planning for the likelihood that this scheme will continue. The coronavirus (COVID-19) testing programme will enable weekly testing for staff and daily close contact testing for those staff and students attending school. This programme will also allow us to test students on return to school. Please contact Mrs Hulland Business Manager if you have any queries over testing. nhulland@cottesloe.bucks.sch.uk

I hope this gives you a flavour of our plans for maintaining a strong focus on learning, pastoral support and a sense of community over the next few weeks. You may well receive further information and details from the particular member of the SLT as outlined above.

Once again, I would like to take this opportunity to thank you for your continued commitment to supporting the school and the challenges of remote learning.

Stay safe.

Yours sincerely

Mr S Jones

Headteacher

