15 January 2021

Dear Parents & Carers,

Academic Support for Whole Year Groups Working Remotely (Covid-19)

I am writing to inform you how the School will ensure that academic provision will continue for students where their whole year group has been required to work remotely, in line with the planned curriculum at School.

We anticipate that you will be worried and concerned about this, and we do also appreciate that this situation is far from ideal.

Success of this provision will, of course, depend on students actively engaging with accessing the materials and undertaking the necessary work from the very start of their isolation period. We do also very much hope that parents/carers will provide full support to the students in this process.

To ensure that teachers are able to support students who are working remotely, whilst also continuing to support the learning and pastoral needs of other children attending School, we have provided teachers with the flexibility to determine the best method of delivery of lesson content and feedback so it works well for all of their students whilst also taking account of the requirements of their subject. Therefore, you might find that there is a range of methods that teachers utilise to support students with.

The Remote Curriculum:
The School commits to ensure that the curriculum provision will enable the students to access high quality resources and guidance that are matched to the School's curriculum and, where appropriate, they will be able to submit work and receive regular feedback**.**

Remote work will start to be available in accordance with the students' academic timetable by the start of each lesson. These resources may include lesson guidance, worksheets, PowerPoint documents and, in some cases, video or audio of aspects of the lessons. A students' working day should closely reflect their working day at School, with similar expectations of lesson duration as well as volume and depth of their academic work.

Lesson Resources:
Work will be available for students to access in the Pupil Shares folder on the School Network. This can be accessed as follows:

- Open the School website homepage: https://www.kings.peterborough.sch.uk/
- On the top left corner select the link to 'FILES'. This requests students to enter their School Logon details (username and password).
- This will take them to 'Web files access' and from the 'Pupil Shares' menu on the left-hand side they should select '*1-School Closure - Student Work'.*
- The resources will be saved in the named teacher's folder in the appropriate subject and within a subfolder for the year group.
- There will be a document or sub-folder that clearly links to the lesson for that day.
  Teachers may also email instructions and resources directly to students. This can again be accessed through a link in the top left corner of the School website homepage.

If resources or lesson are delivered through another platform such as Microsoft Teams, teachers will ensure that their students are given full support with accessing this.

Digital Access
Much of the work that students will undertake will require certain IT facilities to be available such as: a desktop computer, laptop or tablet; access to internet broadband; a scanner, digital camera, or a smart phone camera, to make digital copies of their work; in some cases, a printer might be useful.

The School has been allocated a small number of 90-day 30GB SIM cards to assist any families who are currently unable to access the internet from home. If this would be of benefit to you, please email Mrs Sismey (sismey.j@kings.peterborough.sch.uk) to request one.

If students do not have sufficient access to a computer, or other essential equipment, we may be able to help. Please email Mrs Baker (baker.jm@kings.peterborough.sch.uk) who will get in touch to provide further assistance.

Collecting Students' Homework:
When teachers require work to be submitted they will make this expectation clear when providing instructions about work to the students. Students' work may be saved in the appropriate subject folder here:

PupilShares\1-Handing In - Student Work

This is a 'save only' folder, so students cannot open work saved by other students, nor can they edit or remove anything they have submitted. However, they can submit further documents here if they wish to add to anything they have previously submitted. Teachers may also arrange to collect work by email or by another platform such as Microsoft Teams, but further guidance will be provided in these cases.

Feedback to Students:
Teachers will return feedback to the remote learning students where it is needed to enable their progress before the next lesson. In most cases this will be sent by email. In some cases, depending on the timing of the next lesson, students' marked work with feedback may be given back when they return to School.

SEND Support:
If remote learning students require Teaching Assistant support in their lessons, a member of Learning Support will contact parents at the start of the isolation period and make arrangements about how frequently they will contact home; they will also agree on the methods of support. Teaching Assistants may then assist with the sharing of lesson resources with the students, and provide tailored adjustments and support as appropriate. Parents should contact Mrs Hartley, the School's SENDCo (hartley.j@kings.peterborough.sch.uk) should they need any further support with this.

Student Engagement:
Teachers will monitor the work that is submitted by their students with the expectation that work is submitted in accordance with the frequency and duration of work that would be expected when students are working in School. This information will be collated across all subjects for each year group every two weeks. Subsequently, the School will contact parents to let them know if there are any concerns, informing them of the subjects in which students have not submitted work and where necessary we will make more frequent contact to offer support. In most cases this will be by the Academic Head of Year or Sixth Form Deputy.

Expectations and Responsibilities of Students:
It will be the students' responsibility, supported by their parents, to make sure that they are up to date with class work and homework. To facilitate this, students should refer to their academic timetable during each day of isolation and structure their day according to this.

Students should check the guidance available in '*1-School Closure - Student Work*', and in their School email, at the start of each lesson.

It is important that students manage the inbox of their email account to ensure that it does not become full, as this will prevent them from receiving further emails until it is cleared.

Should students need any support with completing aspects of work they should email the class teacher, or, subsequently, the Head of Department. Students or parents should contact their respective Sixth Form Deputy or Academic Head of Year to resolve any other difficulties in communication or with their work in general.

Students should submit work in the format that is outlined by their teacher, and by the date that it is requested. They should also ensure that all work is brought into School on their first day back.

Thank you for your support with this provision. As was the case when we had the full school closure, our strong advice is that you encourage your son or daughter to develop good routines from the first day of isolation.

Yours faithfully,

Duncan Rhodes
Deputy Headteacher (Academic)