



4 January 2022

Dear Parents and Carers,

Supporting Isolating Students Working Remotely (Covid-19)

I am writing to inform you about how the School will ensure that academic provision will continue if your son or daughter is isolating at home, in line with the curriculum that is being delivered at School. This letter has been sent as soon as the School receives notification that your son or daughter may have been required to isolate; in some instances, you may subsequently receive further test results or notifications that means your son or daughter can return to School without the need to isolate.

We anticipate that you will be worried and concerned about this, and we do also appreciate that this situation is far from ideal. We thought it would be useful for you to receive a summary of the protocols we have in place that should enable students to, as far as possible, continue to complete all work that is being undertaken at School in their absence.

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

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 will provide full support to the students in this process.

The School has been allocated a 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.

Whilst some students are working remotely at home, teachers also need to continue to support the learning and pastoral support needs of children attending school. To ensure that teachers are able to support remote the Remote Learning Group, whilst also continuing to support the learning and pastoral support needs of 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 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 in the Remote Learning Group.

Lesson Resources:

Remote work will start to be available at the latest by the start of their *second* day in isolation. All resources for a lesson will be available at the latest by the start of the working day after the scheduled time for each lesson; in many cases it will be available earlier than this. These resources may include lesson guidance, worksheets, PowerPoint documents and, in some cases, video or audio aspects of the lessons.

Lesson guidance and resources may be emailed directly to the student or they may be saved to the appropriate subject folder here:

PupilShares\1-School Closure - Student Work

HEADTEACHER: Mr Darren Ayling, BA, MA, MBA

ADDRESS: Park Road, Peterborough, PE1 2UE

TELEPHONE: 01733 751541

EMAIL: admin@kings.peterborough.sch.uk

A PUBLICLY FUNDED INDEPENDENT ACADEMY

THE KING'S (THE CATHEDRAL) SCHOOL, PETERBOROUGH IS A COMPANY LIMITED BY
GUARANTEE REGISTERED IN ENGLAND AND WALES NO 7464058.
REGISTERED OFFICE: THE KING'S SCHOOL, PARK ROAD, PETERBOROUGH PE1 2UE

The resources will be saved in the named teacher's folder and within the appropriate year group's sub-folder; where there are resources available in this location, there will be a dated document or sub-folder that clearly links to the lesson for that day.

Microsoft Teams may also be used to deliver lesson guidance or resources. All students have an account for this through Microsoft Office 360 that requires their School email address and password to logon. Teachers will email instructions to students about how to access resources. If students have not used it before, there is an initial sign in process that they will need to undertake to provide verification about their identity.

To supplement the delivery of some aspects of lessons, students in the class at School may be requested to send images or information home to students in the Remote Learning Group; this might include copies of notes, details of assignments or images drawn on the whiteboard. These students may use personal devices to take photographs of work that has been undertaken. All students have been briefed about this and should be aware of who their 'buddy' is for each of their subjects. Teachers will ensure that the student in the class is informed about which aspects of the lesson need capturing to send to the isolating students in this way.

Collecting Students' Homework:

For most Key Stage 3 classes, homework is set every 2 weeks, so it is likely that teachers may inform students that they should hand in their work in their first lesson after they return to School.

When teachers require work to be submitted they will make this expectation clear when providing instructions about homework to the Remote Learning Group. 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.

Feedback to Students:

In some cases, depending on the timing of the next lesson, students' marked work with feedback may be returned when they return to School. Teachers may also return some 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 or through Teams.

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) should they need any further support with this.

Expectations and Responsibilities of Students in the Remote Learning Group:

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. They should expect to have received all resources for all lessons by the start of the working day after the scheduled time for each lesson. In many cases they will receive these earlier.

Students should check their School email at regular intervals throughout each day, with a minimum frequency being at 08:30, 12:00 and 3:40. They should also check for resources saved for some lessons in *PupilShares* as detailed above with the same minimum frequency.

If they have not received work, students should initially contact their allocated buddy in their teaching groups. If they are unable to do this, they should contact their respective Sixth Form Deputy or Academic Head of Year to resolve any difficulties in communication. Should students need any further support with completing aspects of work they should email the class teacher, or, subsequently, the Head of Department.

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.

Returning to School:

On the first day back, Tutors or Academic Heads of Year and Sixth Form Deputies will meet with each student who has been working remotely to identify particular challenges that these students encountered and they will subsequently liaise with the relevant teachers or Heads of Department to keep them informed. In the first lesson after they return, teachers will provide any printed worksheets or resources for students that were distributed whilst they were away from School. Teachers will also ensure students know what they need to do to complete any outstanding work.

Thank you for your support with this provision. Our strong advice is that you encourage your son or daughter to develop good routines from the first day of isolation.

Yours sincerely,

Mr D Rhodes
Deputy Headteacher (Academic)