

Tuesday 15th December 2020

Dear parents and carers

On Thursday 17th December students in Years 7-13 will be involved in a tutor morning. **Year 12 & 13 students will receive a separate letter with full details.**

The aim of this session is not only to provide pastoral support for our students, given that they are having limited contact with their tutors this academic year due to the staggered timetable, but also to cover important aspects of their wider development.

After much consideration we have decided to make some changes to the normal format in order for it to continue, but in a more Covid-safe way.

As it is a tutor group morning, students in Years 7-9 will continue as normal as they are already in their tutor groups all day, every day. There is therefore no change to the bubble. They will come into school at their normal time and go to their classroom to meet their tutor.

For students in Years 10-11 who are not normally with their tutor group, the concern is that we may be expecting them to mix with additional students who they do not normally come into contact with. Given that Christmas is looming, we want to ensure we are limiting the contacts for each student beyond their normal day to day mixing, in order to reduce the spread of Covid and risk people isolating over the festive period.

We have therefore decided to make the morning session virtual for Years 10-11. Students will remain at home until Period 3 and complete the tasks assigned during that time. They will begin their school day however at 8.45am.

Please contact the relevant KS4 Progress Leader (Mr Findley or Mrs Briggs) if there are any Year 10 or 11 students who would rather come to school as we will be happy to accommodate them in a room with access to computers.

Years 10-11 will join a live lesson with their tutor at 8.45am. A register will be taken, and ALL students are expected to attend this lesson (it can be via their mobile phones if they do not have access to a computer at that time.) During this brief lesson, the tutor will explain the task to them. The task is based around High Performance Learning. Students are to assess their strengths and weaknesses against the HPL characteristics, and their evaluations will form part of the tutor day in the New Year where they will use this information to write their personal statements or letters of application, thus preparing them for work experience, applications to college, apprenticeships, sixth form, or to UCAS. **Year 11** will also be spoken to about an online study skills course that we have paid for them to access. They will receive guidance on how to register and complete the course.

Students will be given a paper copy of the HPL task on Wednesday. This can be for their rough notes. The task will be assigned on Teams and will need to be submitted to their tutor

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Principal: David James **Vice Principals:** Andrew Fisher Katherine Patterson Gary Wakefield

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once complete. If they do not have access to a computer to complete the task, they can use the paper copy to write up their notes, take a photograph of it and send it to their tutor. Once the tutor has explained the task in the 8.45 am live lesson, the tutor will allow the students to work on completing the task whilst they then make individual calls to their tutees to catch up with them on a one-to-one basis and discuss how they are, any issues they may be having, and see if any additional support is needed. Tutors are exceptionally keen to regroup with their tutees and make sure they are ok.

At 10 am, the tutor will regroup over a second live lesson to answer any questions the class may have about the task and check they are all getting on ok. After this they will continue to make individual phone calls. We envisage that the tutor will make their way through up to half of their tutees during this time frame. The others will receive their one-to-one during the tutor morning in the New Year.

Years 10 & 11 will then need to make their way to school in time for period 3 (11.15 am for Year 10 and 11.30 am for Year 11.) The second live lesson will be short, therefore giving those living further away from school chance to leave earlier to get to school on time. If they have not completed their task, they can carry on at the end of the day and submit it to their tutor by 9pm on Thursday 17th December.

We have attached the task for each year group so if students want to make a start on it they can, but they must still attend the live lesson to be registered and receive any additional guidance.

More details regarding the study skills course and how to register will be given to **Year 11 students** via Teams, in Miss Briggs' letter next Friday, and of course in the second live lesson on Thursday.

Kind regards,

Mr Miguel Lopez-Vila
Assistant Principal