



5 June 2020

Dear Parents/Carers,

As we begin the final half term of this academic year, I would like to update you on our plans for the continuation of learning and support for our students.

Teaching and Learning

Our digital blended learning curriculum continues for all year groups and we continue to receive constructive feedback and positive comments about the comprehensive package of work set for our students. We ask parents/carers and students to use direct email or the 'Send Message' facility on Firefly to contact staff if you encounter any problems with the work. Please be aware that use of the 'comment' facility within a Firefly task does not send a notification to the member of staff and will not be routinely seen. We have issued guidelines to students on Firefly today, to ensure live lessons are useful and students understand the expectations for these sessions. A copy of the guidelines sent to students is below; please can you familiarise yourself with these in order to support us in running effective live sessions.

Student Protocols

We are using live sessions over Zoom and MS Teams more and more and so we need to share some of the rules that we have put in place to make sure it is a safe, secure and productive use of yours and your teacher's time. Please take the time to read the following and ask questions if there is any part that you don't understand. It is expected that you will follow these guidelines when accessing live lessons.

1. **Do not under any circumstances** share the Zoom invite outside of Firefly with anyone not in your class. Only you, your classmates and occasionally other staff members should ever have that invite.
2. Please make sure that your screen name (the name that appears on the screen) is your real name. Any name that is not identifiable as someone in the class will not be admitted to the lesson. The teacher cannot be sure that it isn't a stranger and must safeguard the rest of the class as well as you.
3. In most cases, students will only be admitted into Zoom when there is a minimum of three of you. You will have to wait until this is the case. Teachers are under instruction to end Zoom sessions when there is only one student remaining.
4. Please leave your screen on so that we can see your face. Firstly, it is brilliant for teachers as we feel that we are teaching you all again and seeing your smiley faces. Secondly, it helps with the



Headteacher: Mr M Whittingham BSc PGCE AST PGC Med NASENCO NPQH

City Learning Trust is limited by guarantee, registered in England and Wales, with Registered Company Number 7746461.

Registered office: High Lane, Burslem, Stoke on Trent, ST6 7AB. VAT Registered Number: 141 4134 56.

learning in the session as we can pick up on normal non-verbal cues about how the lesson is going and allows us to use normal techniques like thumbs or fingers to see how you are finding the session. Finally, for safeguarding, your teacher can only be absolutely certain that it is you in the session, if they can see you. This is important for everyone's safety.

5. Try and find a quiet space, on your own, to take part in the session. Try not to show anything personal in the background but please don't use a virtual background either.
6. We expect behaviour to be brilliant, allowing all students to learn. Anyone not upholding our highest standards will be removed from the session and parents informed.
7. Your electronic devices are really useful to use alongside the lesson for things such as Kahoot and question responses. Please can you make sure though, that you are not being distracted by any devices or using them inappropriately. This will mean you miss key learning, especially as this time with your teacher is so precious.
8. Finally, so that you can get on easily enough, please can you make sure your zoom app is updated to Zoom 5.

It is incredibly important to us all that we use this software safely to protect us all. Please act responsibly in following the minimum expectations listed above so that we can work together to help you learn.

Internet Safety

There are also some further additional aspects we would like you to consider;

1. If staff are using a video conferencing platform, your support with this is crucial. Please ensure you are not part of the lesson and where possible that your child is in a room away from distractions.
2. Can you ensure your home internet parental controls or settings and filters are set to prevent any online issues for your child and are age appropriate to safeguard them whilst online. On our website we have some useful packs and guides to support you regarding E-Safety please click on the following link: <https://bit.ly/3dA2dwQ>

Risk Strategy

We have welcomed an increasing number of keyworker children to the Academy this week as the country slowly begins to restart and more people return to work. Students and staff are working in zones and have quickly adapted to the new protocols and procedures while maintaining the need for social distancing and hand hygiene. The Academy has completed a thorough risk assessment of the site and carefully planned the arrangements for all students. All staff have received training on the full risk strategy and assessment and the risk strategy can be viewed on our website <https://bit.ly/307W2Mp>.



Headteacher: Mr M Whittingham BSc PGCE AST PGC MEd NASENCO NPQH

City Learning Trust is limited by guarantee, registered in England and Wales, with Registered Company Number 7746461.

Registered office: High Lane, Burslem, Stoke on Trent, ST6 7AB. VAT Registered Number:141 4134 56.

In order to include the risk strategy, the behaviour policy has been updated with the following addendum and approved by the Chair of Governors, Ian Hookway, in a Governors' meeting held on the 3 June . The full policy can be found on the Academy website link: <https://tinyurl.com/ycc75jx9>

Addendum 03/06/2020: The Academy risk assessment document, which includes our health and safety measures, has now become part of the behaviour policy and all procedures are expected to be adhered to by all students. Significant or repeated breaches of the risk assessment document and/or the behaviour policy will result in further sanctions being put in place.

Year 10 face-to-face contact

From Monday 15 June, we will begin to open our Academy to students in Year 10. Each student will receive a personal invitation to attend with further details next week. This invitation will include expectations and protocols they must follow while in the Academy and we will provide a short induction on their arrival. Students will attend the Academy in small groups of up to 15, who will stay within a specified zone for their sessions. This will be a great opportunity for students to meet their new form tutor, discuss their work, take part in a well-being session, ask questions and see some of their peers within their zone. I will also speak to the students about next year and the next steps in their learning. All Year 10s will continue with the digital blended curriculum provided on Firefly and the session with their form tutors is designed to further supplement this.

We will continue to review our plans in line with the guidance from Public Health England and the Department for Education and we will outline more details of our plans for the 29 June and beyond over the coming weeks.

Students taking external examinations in 2021

This week, Ofqual have been approached as schools and academies seek clarification on the 2021 examination series and suggestions for consideration have been put forward, as to what this might look like. Ofqual have stated that they are currently working with the Department for Education, the wider sector and the examination boards to consider the options for next year and they will provide further information when they are able to do so. We will continue to keep you informed as the guidance becomes available.

Year 11

We are now completing the final aspects of grade submissions to the examination boards; this will be completed by 12 June. We hope students are working on their plans for September and are working with the colleges to complete any transition work where appropriate. The DfE and Ofqual have set out their



Headteacher: Mr M Whittingham BSc PGCE AST PGC MEd NASENCO NPQH

City Learning Trust is limited by guarantee, registered in England and Wales, with Registered Company Number 7746461.

Registered office: High Lane, Burslem, Stoke on Trent, ST6 7AB. VAT Registered Number:141 4134 56.

plans for results day to take place on 20 August and we will write to you with more details of our processes in due course.

It has been a very a different and difficult time for our community as we learn to embrace the 'new normal' of our current situation but can I thank you for your ongoing support during these difficult times; the positive feedback and helpful suggestions we continue to receive are very much appreciated. We will continue our quest to provide the very best remote learning for your child and adjust this in response to our ongoing reflection.

I offer my warmest wishes to you and your families for your continued well-being and hope you enjoy the weekend ahead.

Yours sincerely



Mike Whittingham
Headteacher



Headteacher: Mr M Whittingham BSc PGCE AST PGC MEd NASENCO NPQH

City Learning Trust is limited by guarantee, registered in England and Wales, with Registered Company Number 7746461.

Registered office: High Lane, Burslem, Stoke on Trent, ST6 7AB. VAT Registered Number:141 4134 56.