



19 November 2020

Dear Parents/Carers

### **Year Group Closure Plan for the Week Commencing Monday 23 November 2020**

I hope you and your families are well as we enter the second half of the current lockdown period.

We currently have a significant number of the teaching staff who must self-isolate because of contact through the test and trace system. Furthermore, there is a severe lack of supply staff available because of an unprecedented demand for their services at this time. However, I would like to stress that we are not seeing high numbers of our staff testing positive for COVID-19.

These reduced staffing levels mean that I cannot ensure all students are supervised, both in and out of lessons, to the same high level we are accustomed to at Toot Hill School next week without reducing the number of students in school. I will, therefore, implement a contingency plan for partial year group closure which means students will be asked to work at home as follows:

<b>Year Group</b>	<b>Day Students Work from Home</b>
8	Monday
7	Tuesday
10	Wednesday
9	Thursday
12	Friday

Year 11 and Year 13 will be unaffected and will continue to be our priority year groups to support them in their preparation for end of year external exams.

We will of course continue to offer remote learning provision through MS Teams and the 'subjects' area of the school website. We will also aim to live stream as many lessons as possible via MS Teams at the usual time of these classes. Consequently, it is imperative that students log in to MS Outlook to check their school email at the start of each day to find which live lessons they have been invited to attend. They can then access these lessons by clicking on the link in each email invite. For the days students are working at home, we strongly recommend they adhere to the timings of their normal school timetable, including breaks and lunchtimes. **Please find guidance on attending live streaming lessons at the end of this letter.**

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If both parents/carers are key workers and have no alternative child care arrangements in place, please register the need for your child to be in school by using the link below by 9.00 pm on Friday 20 November 2020.

[www.toothillschool.co.uk/keyworker](http://www.toothillschool.co.uk/keyworker)

By sharing the days above now, we hope that families can ensure suitable child care arrangements are in place. The decision to partially close the school has been a very difficult one but safety has to remain our primary concern. We hope that this partial closure will only be a short-term adjustment to the school week, with normal service resumed on Monday 30 November. However, I will be in contact with you late next week to update you on the staffing situation and if any further measures are necessary.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Eardley', written in a cursive style.

**Dr C Eardley**  
**Head of School**

## Live Streaming of Lessons Guidance

It is vital that Microsoft Teams is used appropriately and we ask parent/carers to be mindful of the following points and discuss them with your child:

- All live streaming lessons will be held solely through Microsoft Teams.
- **All live streaming lessons will be recorded. This means that they will be accessible later, so that all students have equality of access and opportunity, should they not be able to access the lesson live. Recording all live streaming lessons protects everyone.**
- All live streaming lessons will start after 8.30 am and end before 3.00 pm.
- Live streaming lessons will only be held for groups of two or more students for safeguarding reasons.
- It is not appropriate for parents/carers to take part in live streaming lessons but we ask that parents/carers know when the sessions are being delivered.
- Students should dress appropriately. Students should not wear sleepwear or revealing clothes. Clothes suitable for a non-school uniform day are appropriate for video conferencing.
- Video conferencing should not take place in a student's bedroom.
- Please make sure that there are no distracting materials in the background whilst recording. Students should blur their background use the MS Teams background facility.
- Parents/carers should be mindful about what family activities would potentially be heard/seen during the students' use of video lessons. Ideally students should take part in the online lesson somewhere near enough for you to monitor, yet private enough to concentrate on their work.
- **Students must enable their microphone as appropriate, but we do insist students do not share their video feed. Teachers will also control this and switch it off as a precaution.**
- Students may signal a need for help or to ask/answer a question by using the 'raise your hand' function in MS Teams.
- Participants will be made aware that the lesson is being recorded and that the recording will only be stored on our internal systems. Any pre-recorded or live lessons will be held within the Trust network and will not be posted on social media.
- Toot Hill School has ensured that online learning tools used during the COVID-19 pandemic are in line with data protection and GDPR policies.
- Students/parents/carers, should not take photos, screenshots, record any video, or audio, from these conference sessions. If this does happen the school will follow its behaviour code of conduct.
- The same rules of conduct and behaviour will apply as apply in the classroom. Students should be polite and respectful at all times.
- Any breaches of the points above may result in students being immediately removed from the live streaming lesson, banned from all future live streaming lessons and further sanctions applied in alignment with the school's behaviour policy.