

Dear Parents/Carers,
17th March 2020

Our PACA Secondary Learning Plan,

Given the unprecedented situation we are facing as a result of the outbreak of Covid-19 and following the government's latest press releases, I want to reassure you that we are following their advice/instructions and thoroughly preparing ourselves for any period of school closure, should it be necessary.

The health, safety and wellbeing of our school community is always our priority, as well as ensuring that we deliver effective teaching and learning to our students. Our plan, if required, is to use methods of e-learning with students, which they are already familiar with, such as Google Classroom, Hegarty Maths and Bedrock.

Please read through all of the following information carefully. We appreciate there is a lot to get through but it provides an overview of how learning for each subject will be delivered to students should school closures be implemented by the government. We are confident that the plans in place will provide students with continued, meaningful and valuable education should we be instructed to close during term-time.

Teachers will be available via their school email addresses during the normal school day (8.50am – 3.25pm) should your child need to contact them with any queries. Communication with parents will continue via email/SZapp - if you have had any recent changes to your contact details please ensure you let us know as soon as possible. We would also encourage parents/carers who have not already done so to download SZapp, our Schoolzine app. This is a really effective method for us to contact parents/carers quickly and effectively and is especially helpful for people who do not have constant access to or check their emails regularly. Click on the link for instructions on how to download SZapp:

<https://drive.google.com/file/d/1BtNJ6LdwYKeKqVKfZ3YVuxczeFm8TF-O/view?usp=sharing>

Our website and SZapp news feed will also be updated regularly to ensure parents/carers are informed of the latest news. The Easter Holidays are only 2 weeks away so I want to clarify that this plan to deliver home learning applies during term time only. However, students with upcoming examinations should continue with their revision plans throughout the break as there is no plans at present from the government to change the GCSE examination timings. We appreciate that this is a very uncertain time for families but wish to reassure you that we are monitoring the developing situation extremely closely and following all advice issued by the government, Department for Education (DfE) and Public Health England (PHE). We will of course contact you again if and when the government issues new information about their plans for schools.

Our advice will be for all students to follow their usual school timetable in completing schoolwork at home. This work will be provided for all students. The reason for this is as follows:

- Maintaining a routine helps children to feel secure and reduces anxiety
- Class teachers will be available on or near to the usual lesson time so that they can offer support, check work or respond to questions
- Students are less likely to fall behind in their studies and will be more confident on their return to school
- This will support their emotional well being as well as ensuring that they are prepared for assessments that will be taking place for all students in the summer term.

Questions

1. How do my children log into elearning programs?

Using Google Classroom

Please watch this [simple video](#) which shows you how you can access Google Classroom. Your child needs their school email account to access all the work which has been given (if they have any issues with their school email login details please contact their tutor). They then need to look at the [Subject Learning Plan](#) which gives you and your child access to the correct year group and unique Google Classroom Code (GC Code) for each subject area your child is studying. Unique Google Classroom codes have been emailed to the students school Gmail addresses.

Using Hegarty Maths (Year 9 - 11)

All work has been set for all year groups on Hegarty Maths, based on what we are currently learning with some consolidation from previous topics. We have ensured that there are no completely new topics set which would require a considerable amount of self-study. However, the work is meant to move learning forward so will involve some self study. Hegarty has videos for each topic, which are similar to a teacher delivering the lesson before work commences, so we expect students to watch the videos before starting the work. Obviously, as in the lessons, staff members are available to help, but we do expect that students take responsibility for their learning and watch these videos BEFORE seeking advice. Staff are able to see whether students have actually watched the videos. In the Google Classroom folders we have also included the relevant pages from the subject text books, so students can also refer to the examples in the book for help.

Work should be completed on Hegarty (unless a student has no internet access). By completing the work on Hegarty, both staff and students will be able to see how the student is getting on. Staff will also be able to feedback quickly and respond to any misconceptions which will avoid students spending time working on a topic they have not mastered. In response to student needs a teacher may set more (or different) work to either individuals or whole groups.

In addition to the folders of work on Google Classroom we will also be using Google Classroom to make group announcements. We do not expect students to respond to the whole group via this platform.

2. What happens if my child can't access the internet?

If your child does not have access to the internet we have provided paper based work in each subject area for your child to complete. These will be either sent to your home by post or the learning packs will be given to the student at school. This will include an exercise book and pen for your child to complete the work. If your child has a smartphone they can access the Google Classroom and will have an exercise book supplied to record their work.

3. How can my child keep contact with their teacher and get feedback from them?

This [simple video](#) shows how your child can share their work through a range of google documents and get feedback on their work in real time. Teachers will be available to check work on a regular basis and we expect your child to complete the tasks on a regular basis. If the period of absence is increased we will be able to provide updated work.

4. How much learning should my child be doing?

Year 7-8: To follow the normal timetable and number of hours are expected to be completed every week for each subject area depending on the time they work normally. Please see the breakdown of the hours needed per week looking at the following [link](#).

Year 9-11: To follow the normal timetable and number of hours are expected to be completed every week for each subject area depending on the time they work normally. Please see the breakdown of the hours needed per week for [Year 9](#) and [Year 10 and 11](#)

5. How can parents get in contact with staff?

Please see [STAFF LIST MARCH 2020](#). For any staff members not on this list their email addresses will be the initial letter of their first name, then their surname and then @psca.co.uk. So Andy Carpenter acarpenter@psca.co.uk and Polly Lovell plovell@psca.co.uk