

17 November 2020

Dear Parents, Carers and Students

Home Learning during Self-Isolation

Further to my brief email earlier today, I am writing to confirm that there is a positive case of Covid in year 12 and, following advice from Public Health England, all students in year 12 will need to self-isolate until Monday 30 November. (Please read the separate letter from Public Health England which came with the covering email.)

I trust that those Engineering students who came in this morning will arrive home safely after a rather uncertain start to the day.

I appreciate however that for everyone, the morning may have been disorientating and even alarming for students and indeed for you. Our thoughts and good wishes go out to you all.

Going forwards, our over-riding considerations are:

- To ensure that everybody is kept safe and that we follow all official guidance to prevent the spread of Covid, and
- To communicate frequently so that you know what is happening and why
- To help students feel resilient and confident, knowing that there is a strong, determined staff team who will look after them through self-isolation and when they return

Keeping our students learning and engaged is crucial to their well-being. I am writing to let you know what our arrangements are for teaching during the period of self-isolation for students in year 12.

Please can we ask that you support us in ensuring that your child is sitting at a table and ready to learn between our normal timetabled hours of 9 – 4.20?

Please read the following carefully

What will my timetable be?	We have not changed your current timetable. Your lessons will take place at the normal timetabled times.
How will I access my lessons?	All lessons will be delivered in Teams. Students should log on and go to their Tutor Team at 9am tomorrow morning. (If there isn't a tutor team for them yet, it will be there by tomorrow!)
Will there be homework?	Yes. Staff will continue to set assignments and homework as usual.
Do I need to have my camera on?	Please keep your camera <u>ON</u> during all Teams lessons unless your teacher directs you to turn it off. You will be able to blur out your background and so on. We will give you guidance during tutor time tomorrow on how to conduct yourself during online lessons.
What shall I wear?	We want to maintain a professional approach to learning throughout this self-isolation period so you should dress appropriately.
I have problems with technology or the internet at home – what should I do?	It is really important that we understand the needs of our students in respect of technology and the internet. Please complete this form (link below) and we will get in touch with you as soon as possible: https://forms.office.com/Pages/ResponsePage.aspx?id=SpSGECNsxU2zJZ7yTke0R5VCcpV--fREik9xmSYLP-FUNUFWSFE4MzhMUUIKRfYmUNBTfExSFdPUI4u
Will ALL my lessons be happening?	Almost all your lessons will go ahead as planned. The exceptions may be: <ul style="list-style-type: none"> - Private Study – you can use this time to work independently. You do not need to join a Team. - PSHE – Please assume that these are happening but they may look a little different from usual...
I am feeling really anxious and stressed. Is there somebody I can talk to?	It is perfectly natural to have some worries when something like this is happening. Try to stay in touch with friends and class-mates where possible, and look after each other. We want to help too! Please contact the VIP team if you are feeling very anxious and they will be able to support you through this time and signpost you to useful sources of help. Contact details are: Kerry.Annett@berkeleygreenutc.org.uk Nicola.Cretney@berkeleygreenutc.org.uk Graham.Withers@berkeleygreenutc.org.uk

How can I contact teachers?	Students can contact their individual teachers via Teams. There is also a list of staff on our website with email details. Please do not hesitate to get in touch if you need any help or advice.
When can I come back into the UTC?	I wrote home earlier today explaining that you need to be at home and self-isolating for 14 days. Please see that letter for guidance or email the office if you have not received it.

Finally, I'd like to remind students of **our professional values** at this time:

- We expect your conduct during online lessons to be respectful, polite, and inclusive.
- We expect you to attend all your lessons and arrive punctually, dressed appropriately.
- This way, you will develop independence and maturity.

If you need support and help, we are happy to provide it; just get in touch.

With very best wishes for your good health, and on behalf of the whole staff team

Louise

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