26 March 2020

Dear Parents and Carers

I hope things are going well for you in the circumstances and your son or daughter has begun to adapt to distance learning. Thank you for all that you are doing to support their studies.

I would like to update you on a few matters and provide a little extra guidance about our expectations.

1. We are very keen to keep in touch with the year 10 students on a daily basis. From Friday morning therefore we are going to ask all students to join in an **online tutor group meeting at 9.30 am every day**. This will be a compulsory check-in that will allow us to update our registers and find out about the wellbeing of the young people. Please let your son or daughter know this is happening and help us ensure that they are online at the right time.

2. We aren't forgetting year 12 and 13 Digital and Engineering students. We will be asking specialist staff to get in touch with them individually and arrange for a regular check-in conversation. It is very important that all post-16 students continue to work on their assignments with the closing date for submission being the beginning of July.

3. We still don't have further details about the approach that will be taken when deciding on grades for students who are studying vocational courses such as BTECs. This is why we are recommending that students continue to work on their assignments for as long as possible as we believe it is likely that this will be the best way of maximising their grades.

4. Some people are still finding it difficult to locate the work that they need to be doing. Please use Show My Homework for students in year 10 to find out what tasks have been set. This can be accessed by students and parents alike. The login page can be found at https://www.satchelone.com/login?signUp=true&userType=parent

   If you have any trouble logging in, please contact the office and they will provide further guidance.

   Other students should be accessing their work via Teams or direct contact with their subject teacher.

5. Further information about the software packages and other teaching resources that are available to students can be found on the UTC website via this link https://academytrust.sgscol.ac.uk/sgs-berkeley-green-utc/curriculum/working-from-home. You will see two links on the left-hand side of the screen. Page Break

6. If you need to contact any of our teachers for advice, you can find their contact details here https://academytrust.sgscol.ac.uk/media/UTC-Staff-Contact-

Directory.pdf Please don't hesitate to get in contact with any of our staff; we're happy to help.

7.   We expect students to carry on with excellent study habits. This means that they should aim to complete academic study for at least 5 hours a day. We would recommend that where at all possible, students should work between 9am and 4pm (or the equivalent spread over the day) with a couple of longer breaks for fresh air and exercise.

We appreciate that it isn't always easy to get young people to work at home but unless they do, there is a substantial risk that they will fall behind their peers at both the UTC and elsewhere. The routine is also essential to giving them the best possible start when they return to the UTC, and helping them maintain positive emotional wellbeing.

If you have questions about any of the above please use the office@berkeleygreenutc.org.uk email address so we can redirect your query to the most appropriate person.

With very best wishes

Louise Davies
Headteacher

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