



Settle College

Be the best you can be

Settle, North Yorkshire BD24 0AU

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4th January 2021

Dear Parent/Guardian,

Following my letter to you on the 18th December 2020, you shall have heard and seen the discussion and direction of change for the opening of schools from the 4th January 2021. As you know, today the 4th January was always an Inset day for school, with students returning on the 5th January. I have below outlined the new plans from the 5th, to ensure clarity over students' expectations for their education. It is imperative that our young people don't miss out and as a team, we all work together to ensure their success.

From the 5th January, all those students that are vulnerable or children of key workers can access Settle College to learn. This shall be from the 5th until the 8th January 2021 inclusive. Rooms are allocated for them to work in. As you read through the letter, the way in which learning is to be delivered is explained. Those students in school through these dates don't need to come in school uniform, they may access food in the canteen that shall be available as usual or bring a packed lunch. All usual travel services are operational, and they should use it, ensuring again they sit within their zones on the transport and wear a mask. In order to ensure your child is allocated a space for this, contact needs to be made with their relevant Head of Year as outlined below, or the Senco where necessary.

Contacts for Heads of Years and Senco

Senco - r.grimshaw@settlecollege.n-yorks.sch.uk

Year 7 - g.paisley@settlecollege.n-yorks.sch.uk

Year 8 - n.jones@settlecollege.n-yorks.sch.uk

Year 9 - r.heron@settlecollege.n-yorks.sch.uk

Year 10 - r.craig@settlecollege.n-yorks.sch.uk

Year 11 - c.lambert@settlecollege.n-yorks.sch.uk

Year 12/13 - s.murphy@settlecollege.n-yorks.sch.uk

From the 5th January Years 10 -13 shall have live lessons through Teams. Students are expected to be online at their allotted timetable time. By students signing into the lesson, they shall agree to:

- Having read and refreshed their understanding of the ICT Acceptable Use policy (<http://www.settlecollege.org.uk/wp-content/uploads/sites/6/2014/03/ICT-Acceptable-Use-Policy-2018.pdf>).
- Communicate politely, as they would in the classroom, following the school's and the teacher's instructions during the lesson.
- Report any safeguarding concerns to Mr Paisley as the school's designated safeguarding lead.
- Not copy and send images from the online lesson.

- Keep their camera switched off and view the lesson in a family room, not their bedroom.
- Be respectful to their peers and complete the work to the best of their ability.

Any misconduct may lead to students not accessing the online lessons, which would be a great shame.

At the time of writing, from the 11th January 2021, Year 10, 11 and 13 are to return to school along with any students taking public examinations within this week. At this time all students shall be back in full uniform and students shall follow their timetable in school with their teachers as usual.

Years 7,8 and 9 shall be accessing online materials set by their teachers from the 5th January 2021. This is to all run through Teams, the activities shall be there for the allotted timetable slot of their lesson. Students can in this week, complete tasks for the day that have been set ahead of the timetabled lesson, where they have fully completed the lessons they are in at the time. All students can of course take the opportunity to read widely should all tasks be completed, further specific details are outlined below under tasks for Years 7, 8 and 9. From the 11th January 2021, years 7,8,9 shall continue to access their work through Teams, however it shall move to online lessons with their teachers. This again follows their timetable as in the previous week and shall be a week B, although shall now be interactive. It is important students are clear about the protocols for online learning, please do share this with them from the letter ahead of the 11th January 2021.

Students that are in the vulnerable group or key worker group shall access their work in school from the 5th January in specified rooms, they follow the pattern outlined for their year group as above. For Year 10 – 13 in school as vulnerable or key worker students, they would be best to have earphones to listen to their online lessons. For all vulnerable and key worker students, their way of work from the 11th January 2021 from the previous week. They are to come to school via their usual transport method, now in full school uniform. Instead of working from key points within school with all other students within these groups, they shall go back to their timetabled lessons. For key stage 3 (years 7 – 9, this means their allocated room and for key stage 4 and 5 (10 -13), this means they shall be moving around school to their timetabled room and member of staff. The lesson they attend shall be live streamed to their peers by their teacher, with them in the classroom with their teacher.

Year 12 shall continue from the 11th – 15th January with online learning through Teams, as outlined by the DFE. With a return to school on the 18th January 2021 unless they have a public examination within this week.

On the 18th January 2021, all students in all years shall return to school, in full uniform and we shall have lateral flow testing in place. The details of the lateral flow testing shall be shared with all parents later this week, once in place with the details for conducting tests.

The below details are about the online learning and further clarity over the types of learning from the 5th January 2021.

Tasks for Years 7, 8 and 9 for 5th-8th January

For the first week of term, students in years 7-9 will receive written tasks to complete independently. These will be set on Microsoft Teams, in the team for each subject. As students have covered in their computing lessons, it is best to access this on the app, rather than in the browser. The work can then be found in the posts section and will be clearly labelled to give the day and period that the work is due to be

completed. Students should follow their usual timetable (it is week A from the 5th January). Staff will give instructions to describe exactly what to do and attach any files that the students need to the original post. In some cases, staff will indicate that they want students to send them the work for marking and how the students should do this. In most cases, staff will go through the work during the online lessons in the week from the 11th January and so the students do not need to send the work to their teachers. They should keep the work safe and have it to hand for their online lesson in that subject. If they have any questions about the task, they should add comments to the post with the work for the teacher to provide support. Please be aware that there may be a delay in the response as staff are delivering live lessons to the older year groups.

Online live lessons – Years 10-13 from 5th January and Years 7-9 from 11th January

For the online live lessons, students will follow their usual timetable and complete the lessons via Microsoft Teams. Where students would ordinarily have withdrawal lessons, for example in the hub or maths and English intervention, these will continue through the online lessons. To join their lessons, students need to look at their calendar and click the 'join' button at the relevant time. Staff may not schedule all of these before the term starts, so do not be concerned if there are any gaps at this point. Students should not use their camera during the lessons and should mute their microphones until they are asked a question. When they join the lesson, students will initially be held in a lobby until the teacher is ready to complete the lesson. Please be aware that staff may be delivering online lessons alongside teaching lessons in school in the second week, so do not be concerned if the member of staff is delayed for the start of the lesson as they move classrooms.

Registers will be taken for all online lessons and students' attendance to these tracked. If a student is unable to access a particular lesson, they should watch the lesson recording to ensure they do not fall behind. As with the written tasks, staff will state if they wish for students to send them work for marking. Homework for online lessons will continue to be set on ClassCharts.

Resetting passwords

To log in to Microsoft Teams, students need to use their school email address. This is their username, followed by @settlecollege.n-yorks.sch.uk. Their password is the password that they use to log in to the computers at school. For the next two weeks, if a student does not know their password, please contact Miss Nutter (j.nutter@settlecollege.n-yorks.sch.uk) for them to be reset. We will aim to reset passwords as quickly as possible, although there may be a slight delay. After the initial two weeks, please contact your child's form tutor as usual.

Accessing support

If students are having technical difficulties during an online lesson, the best advice is to leave the lesson and go back to the calendar to join it again. If this doesn't help, they are to consult the troubleshooting guide that Mrs Partridge has added to ClassCharts. If difficulties continue, they are to contact their head of year to describe the issue and what they have done to try to resolve it. We will then be able to offer support on how to resolve these problems for later lessons.

Where students do not have the IT equipment to access the online learning, please contact your child's head of year so that we can assess what support can be put in place. This is really important that we don't miss this through the two-week period that some students shall be away from school.

We shall continue with our pastoral care support and calls to students as has been in the past where needed. There shall be online tutor meetings each day from the 5th January,

with a quarter of the tutor group invited to a Teams meeting, for Years 10 – 11 this shall be this week, for Year 7 – 9 this shall start next week with the online lessons – students need to keep an eye out for the invitation through Teams. We shall be prioritising key students as identified to us through the Heads of Year and Senco.

We all want the very best for our young people and thank you all in advance for your support with this.

Please don't hesitate to contact school through the appropriate Head of Year to best support your needs. Mr Paisley shall be leading on the vulnerable and key worker group from the 5th January, he is also picking up from Mr Lord for the two week period from the 4th January – 18th January whilst he is on paternity leave.

As mentioned earlier in my letter, I shall be in touch later this week around the lateral flow testing we shall be operating.

Warmest regards for the new year,

Gareth Whitaker