

Thursday 7<sup>th</sup> January 2021

Dear Parents and Carers,

I hope you are keeping well and covid free, but please continue to let us know of any positives cases so that we can keep our records up to date.

These are indeed strange times and after the Prime Minister's announcement yesterday, I thought it important to keep in touch and ensure that you are all aware of the plans that we have put in place.

To that end, I attach **the key timetable** information for you and your children. What is vital is that we work in partnership to ensure every child engages with the online lessons and the work set weekly on SMHW.

We did learn in the first lockdown that many students who attended lessons, did not follow up by completing the work set. This impeded their learning and inevitably led to gaps in understanding. This must not happen a second time.

We will capture student's online attendance, both when they join but also when they leave the session. We also capture the weekly homework return rate. We have fewer tutor time sessions/PSHE planned in order to enable pastoral staff and form tutors to contact home and discuss any issues that your child might be having. Hopefully by keeping in touch we can support you with your child's motivation.

It is important, that your child gets up and dressed properly to start lessons by 8.25am. We are aware that last time some students were staying up very late, sometimes sending work at very strange hours and then missing most of the day. That is why we have stuck to the student's normal timetable. They know exactly what is on when and need to log on in good time for the start of each lesson. These lessons will involve work on their part and therefore students should have the necessary exercise/work books ready along with their pencil case.

We have distributed 160 laptops before the holidays and are working on getting the remainder we have out this week. We have looked at families with more than one child to a device and whilst we may not be able to support every child, hopefully we can enable better access. If you have concerns about your child's access to remote learning please contact [chromebook@arkacademy.org](mailto:chromebook@arkacademy.org). and we will see if we can help.

We are also open for community classrooms as from tomorrow. You have been sent a communication about this if you are a critical care worker and you would like your child to attend.

Finally, I mentioned testing in my first letter, I will come back to this nearer the time to return to school so that we can implement the testing regime that will ensure that we can keep the school open and everyone safe. I will also run an online Q&A session nearer the time to answer any questions regarding parental and student (post16) consent.

Pease be assured that our staff are doing all they can to help your child progress through this period.  
Meanwhile, I wish you all the best of health and that you all keep safe.

Yours sincerely

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

**Delia Smith**  
**Principal**

## Key Timetable Information

### KS 5:

- Key Stage 5 pupils will follow their normal timetable by joining into online lessons from 8:25 on Tuesday the 5th of January.
- Tutor time will only take place online on a Monday and Wednesday.
- PSHE will not take place.
- There will have had a briefing on Monday 4<sup>th</sup> January which outlined expectations for online learning.

### KS 4:

- Key Stage 4 pupils will follow their normal timetable from Tuesday the 5th of January.
- All pupils will be invited by their email from their Head of Year to join a short assembly at 8:15 on Tuesday the 5th of January which will outline expectations for online learning.
- After this online lessons will start at 8:25 with Option Block C for Year 10 and Chemistry for Year 11.
- Tutor time will only take place online on a Monday and Wednesday.
- PSHE will not take place but form tutor may well be in touch in this time to check in with your child.

### KS 3:

- Key Stage 3 pupils start their online learning from Wednesday 6th of January.
- All pupils will be invited by their email from their Head of Year to join a short assembly at 8:15 on Wednesday 6th of January which will outline expectations for online learning.
- After this pupils will follow a reduced timetable of 22, rather than 30, lessons per week.
- There will not be online lessons for Art, Music, Drama, Expressive Arts, Design and Technology and PE
- All other subjects will follow a reduced timetable of lessons – no subject will have more than 25% reduction of time.
- All lessons will take place at the normal timetabled time.
- Individual subject teachers will inform your child of which lesson will not happen where there is a reduction for that subject.
- Online subject lessons will start on Wednesday 6<sup>th</sup> January as indicated below:
  - Year 7
    - 11:10 – English - all pupils
  - Year 8
    - 08.25 – English - all pupils
  - Year 9
    - 08.25 for pupils who would normally have Geography/Spanish/French/History/RE period 1 on Wednesday.
    - 9.10 – English - all pupils
- Tutor time will only take place online on a Monday and Wednesday.

- PSHE will not take place but form tutor may well be in touch in this time to check in with your child.