



31st December 2020

Dear Parents and carers

Revised arrangements regarding the commencement of the Spring Term 2021

I am writing to outline the revised arrangements for the return of pupils to Chertsey High School for the start of the spring term 2021. This follows guidance issued late yesterday (Wednesday 30th December 2020) from the Department for Education. The following arrangements supersede those previously advised in my letter of 29th December 2020.

Remote Learning:

Remote teaching and learning will be provided for all pupils for the period **Tuesday 5th January to Friday 15th January inclusive**. Pupils will return to Chertsey High for face-to-face education on **Monday 18th January 2021**, unless advised otherwise.

Monitoring Students' Work:

The expectation is that teachers and students are engaged and working on a subject during the timetabled periods. If a student is unwell, or otherwise unable to participate in remote lessons, parents must email the school to inform us of this. The Head of Year should be copied into this email for their information (see contact details below).

Students should be on-line during the time of the lesson. The first instruction for all lessons should be for students to register their attendance by responding to the teacher's post in the 'chat' on Teams or to join the scheduled Teams Meeting. From the responses in 'chat' or from the list of participants in the meeting it will be possible to establish that all students are 'present' and the class register will be completed by the teacher on Arbor during the course of the lesson. During the course of each day, the office will review an attendance summary for each class. They will then follow-up any 'absences' which have not been previously reported by parents.

Work that is set by teachers in lesson times or as subsequent homework must be completed and will be reviewed by teachers. If it is not completed as required, homework marks will be issued in the usual manner. Where appropriate, teachers will view Class Notebooks 'live' to check that students are actively engaged in the 'lesson'. Comments can be written 'live' by teachers on students' work during the lesson. If teaching is taking place via a Teams meeting, teachers will also engage with students using the audio function; hence students will be expected to participate and share ideas live.

Restrictions & Limitations:

Whilst teachers must be on-line and available to their classes at the timetabled times, they are not expected to be so when not 'in a lesson'. If necessary, students can email their teachers any issues. These emails will be replied to at the teachers' convenience but usually within 48 hours unless circumstances arise to prevent this.

Work should be realistic and manageable for both students and teachers. A student would not usually be writing non-stop throughout a one-hour lesson in school so time will be allocated as appropriate for a range of activities including reading, watching, listening and note-taking etc. Online lessons will start at the scheduled time but should last 50 minutes therefore allowing staff and students a break from their screens between lessons.

The teacher will review work that is set as 'Homework', in line with the published Homework schedule, in a timely manner and feedback will be given. Homework ought to follow on from the classwork so that there is an easily seen

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sequence of work to avoid switching from folder to folder within OneNote. A video will be available on our website on how to download OneNote by the 5th January.

The page of homework must be labelled with 'year-month-day homework' and must follow the 'year month-day classwork'. Teachers may set up correctly labelled pages in Class Notebook in advance of the lesson; if so, these must be used by students. In this way tracking of work is made easier for both students and staff. It also means that students can easily go back to previous lessons whilst still staying in the same folder.

Mass testing programme

As you know, the school plan to offer 2 initial lateral flow device COVID-19 tests to the whole school population, starting from Wednesday 6th January. Testing of students will commence Monday 11th January. Students will be required to attend in person at a specific time (to be advised).

The school will continue to follow government guidance and operate as per appropriate risk assessments. Key controls in operation will continue to include pupils kept in consistent bubbles, application of social distancing and the wearing of masks in communal settings. Outside of the school pupils should continue to adhere to local tier restrictions.

A reminder of key contacts during this time:

- 1.For queries regarding Free School Meal Vouchers, please contact Mrs Howard: howardk@chertseyhighschool.co.uk
- 2.For queries regarding Remote Learning, please contact Mrs Goulborn: goulbornl@chertseyhighschool.co.uk
- 3.For queries regarding the Testing programme, please contact Mrs Struthers: struthersc@chertseyhighschool.co.uk
- 4.For queries regarding children of critical workers, contact Ms Brazier: braziers@chertseyhighschool.co.uk
- 5.For queries regarding our Volunteering programme, please contact Mr Howell: howellc@chertseyhighschool.co.uk
- 6.For queries regarding Y7 students, please contact Mr Hicks: hicksj@chertseyhighschool.co.uk
- 7.For queries regarding Y8 students, please contact Miss Sheen: sheene@chertseyhighschool.co.uk
- 8.For queries regarding Y9 students, please contact Miss Wheeler: wheelerg@chertseyhighschool.co.uk
- 9.For queries regarding Y10 students, please contact Miss Castle Smith: Castlesmithn@chertseyhighschool.co.uk

Finally, in a few hours we will enter into a brand new year - stand still and think about the last year; we could not have expected or predicted the outcome of the last year, however we were not alone in this and I know that no matter what the next year will hold for us as a school, our CHS family will continue to 'catch one another' during any challenge that may come our way. I pray that each of you will experience the love, peace, and protection we all so much need right now.

As ever, my thanks to staff, parents, and students for your positive, can-do attitude and good humour. Here's to a happier, safer and healthier 2021!

Yours sincerely

Mrs Munnik
Headteacher