



7th January 2021

Dear Year 9,

I am writing to let you know about the arrangements which will operate until school reopens. The length of time involved and the stage you are at with your GCSE and BTEC courses means that it is very important for us to get things right immediately. All the staff here are determined that the education you receive in the coming weeks will allow you to build on the great start you made in Autumn Term. We know that you would prefer to be attending school, being taught great lessons by your teachers in classrooms. We will be working hard to challenge and support you as you continue on your path to success in these temporary circumstances.

Structure of the School Day:

The timings of the school day are changing while you are learning remotely. From Monday 11th January, your lessons will now follow these timings:

Lesson	Times
Tutor time	8.45 - 8.50
Lesson 1	8.55 - 9.45
Lesson 2	9.50 - 10.40
Break	10.40 - 10.55
Lesson 3	10.55 - 11.45
Lesson 4	11.50 - 12.40
Lunch	12.40 - 1.10
Tutor time	1.10 - 1.25
Lesson 5	1.30 - 2.20

Year 9 Curriculum:

Your class teachers will deliver the majority of your lessons via MS Teams. Heads of Department will decide how many of these lessons will be online, as this will depend on the nature of the subject. Below is a table that shows you the minimum number of lessons that will have on MS Teams, every fortnight.

Subject	KS4
English and Maths	4 out of 8 lessons
Science	4 out of 7 lessons
History, Geography and DT	3 out of 5 lessons
MFL	3 out of 5 lessons
Art, Dance, Drama, Computer Science, Music, PE	3 out of 5 lessons (excluding core PE)
Citizenship, RE	3 out of 5 lessons
Business, Media, Sociology	3 out of 5 lessons



You will receive invitations to MS Teams lessons in your email inbox. Once you have clicked accept to a MS Teams meeting, the lesson will appear on your Outlook calendar. To help you, your teachers will also put MS Teams invitations links in the lesson information on Show My Homework.

For your lessons that are not on MS Teams, your class teacher will either:

- Set you work to do in your booklet
- Create a PowerPoint for you to use alongside your booklet, or,
- Create 10-15 minutes YouTube video for you to use alongside your booklet

All details will be posted on Show My Homework and so you must check this daily. Some guidance on the easiest way of viewing your work on Show My Homework is attached to this email. If you need support or there is something you do not understand, you should email your teachers during the subject lesson time to ask for help.

Learning Expectations:

Your class teacher will take a register during your lesson on MS Teams. It is important that you attend all of these lessons and that you are on time. We expect full attendance and we will make contact with any student who is not attending these lessons to find out why that is the case.

When you are on MS Teams you should;

- Have your camera off unless asked to turn it on by your teacher
- Mute your microphone
- Be prepared to answer questions directed at you (you can unmute yourself to answer)
- Be respectful and polite to all of your classmates
- Only use the chat box if your microphone is not working, if there is a problem or if you are asked to by your teacher

Many of you experienced lessons on MS teams last term so you will already be expert on how it works.

Tutor Time

You will notice that there are two short tutor-time sessions each day. This will allow you to keep in contact with your form tutor and your tutor group. Familiar routines will be really useful raising morale as a group. We are also planning to use sessions for shared reading led by your tutor.

Behaviour

We expect the FINEST behaviour at all times. Our behaviour procedures will operate as normal when you are learning on-line. Your teachers will follow the class code of conduct to deal with any disruptive or inappropriate behaviour. They will warn you once and then remove you from the lesson. This will be recorded at school and go on your SIMS record and your parents will be contacted. If you are removed from a lesson you will not be allowed into your next online lesson for that subject. It is important you are fully engaged in your learning to ensure you make good progress in all your subjects.

We will also continue to reward your hard work and effort through our Golden Ticket reward programme.

Well-being

We will be sending you a MS Forms about your well-being [everyday](#). This will be an opportunity to tell us how you are feeling and for you to ask if you need any further support. Your well-being is really important to us during this difficult time and we are always here to support.



Support

If you have any concerns please get in contact with your tutor, Head of Year or any of the Year 9 Pastoral Team. Everyone is here to help.

Mrs Devaney – Head of Year 9

ndevaney@carshaltongirls.org.uk

Ms Brice – Assistant Head of Year 9

sbrice@carshaltongirls.org.uk

Lastly, I wish you and your family a healthy and happy New Year. You have made an excellent start your GCSE courses this academic year. I am sure that with determination and patience you will maintain excellent standards in your learning during these weeks of remote learning.

I look forward to welcoming you back to the school as soon as it is possible.

Yours Sincerely,

Mrs Driver

Assistant Headteacher

