



7th January 2021

Dear Year 7,

By now, your parents will have received a letter from Mr Devenney informing them as to how the school will operate over this period of lockdown. We wanted to write to you as well, so that you are clear about how you will receive an education from us over the next half term. We know that you would prefer to be attending school, receiving an education from your teachers in classrooms. However, we do not want you to be disadvantaged by the current situation and so we have been working hard to ensure your education is not disrupted.

Structure of the School Day for all students:

To begin with, we are going to change the timings of the school day so that every year group follows the same schedule. From Monday 11th January, your lessons will now follow these timings.

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

Tutor time

You will notice that there are two tutor time sessions. In the first session, we will simply register you. In the second, we will run our normal tutor time activities such as assembly and the Tutor Reads programme. This will be via MS Teams.

Curriculum - Key stage 3:

Your class teachers will deliver some of your lessons via MS Teams. Below is a table that shows you how many of your lessons will be on MS Teams, every fortnight.

Subject	Year 7
English and Maths	3 out of 7 lessons
Science	3 out of 6 lessons
History, Geography and DT	1 out of 3 lessons
MFL	2 out of 5 lessons
Art, Dance, Drama, Computer Science, Music, PE	1 out of 2 lessons
Citizenship, RE	1 out of 2 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 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 you are asked to by your teacher

Your teachers will record every session on MS Teams and you do not have to wear your school uniform! However, I would encourage you to get out of bed, washed and dressed as you would normally to give yourself the best chance of learning effectively.

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 any of the Year 7 Pastoral Team. We are all here to help.

Miss Stanley – Head of Year 7
lstanley@carshaltongirls.org.uk



Miss Williams - Assistant Head of Year 7

awilliams@carshaltongirls.org.uk

Mrs Watkins – Pastoral Support Officer (Year 7)

bwatkins@carshaltongirls.org.uk

We know that this is not the way you imagined your second term at Carshalton High School for Girls would be and that you are desperate to return soon. May I encourage you to stay patient, continue to work hard and remember to stay in contact with all of your friends that you made in the first term before Christmas. We will get through this and be stronger for it, if we support each other and stay positive.

We look forward to welcoming you back to the school when it is safe to do so.

Yours Sincerely,
Mr James
Assistant Headteacher

