



7<sup>th</sup> January 2021

Dear Year 11,

Further to my previous letter I wanted to provide you with more information on what to expect over during this lockdown. 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 learning is not disrupted. More information will be coming to you with regards to the awarding of grades as a result of the cancellation of GCSE examinations, but the key message is to give your **FINEST** performance in each and every lesson and task set by your teachers over this half term.

### 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 11<sup>th</sup> January, your lessons will now follow these timings. During your tutor time and lesson time ensure you are sat at a table or desk and that you have all the materials you will need for your lessons. When it is your break time can I recommend that you go for a brief walk, do some stretches, and make yourself a drink or snack. This will ensure you are ready for your next lessons. You do not have to wear your uniform but getting up and dressing appropriately for the day will set you off on the right mindset for your learning.

Lesson	Times
Tutor time	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
Lesson 6/Intervention session	2.25 - 3.05pm

### Curriculum - Key stage 4:

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 11
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

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 lessons and are on time. We expect full attendance and we will make contact with any student who is not attending lessons.

When you are on MS Teams you should:

- Mute your microphone unless asked to turn it on by your teacher
- 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, there is a problem or the teacher has asked you to do so.

Your teachers will record every session on MS Teams and will end the session for all at the end of the lesson.

### **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. The second tutor time session will focus on Maths and English learning, as per your previous period zero.

### **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 11 Pastoral Team. We are all here to help.

Mr Stockwell – Head of Year 11



[jimstockwell@carshaltongirls.org.uk](mailto:jimstockwell@carshaltongirls.org.uk)

Miss Ishola – Assistant Head of Year 11

[tishola@carshaltongirls.org.uk](mailto:tishola@carshaltongirls.org.uk)

Mrs Warren – Pastoral Support (Year 11)

[swarren@carshaltongirls.org.uk](mailto:swarren@carshaltongirls.org.uk)

We know that this is not the way you imagined your final full 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 your friends.

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,

Mrs P Durrett  
Assistant Headteacher

