



22 January 2021

Dear Parent/Carer

Re: Update COVID-19 Remote Learning

I writing to let you know that following a review of our Remote Learning procedures, we are making some adjustments to support the wellbeing of pupils and to align a "home-school" timetable with that being followed in school by vulnerable and children of critical (key) workers.

As you know, we were keen to establish online live/real time lessons from the start of this third national lockdown; from the many emails of support and thanks I know our work in this area is much appreciated. As in the first national lockdown, some of our pupils are finding the routines and demands of online lessons very welcome as it gives them structure and focus; for some pupils they are finding this structured format too demanding and they are putting themselves under a great deal of pressure to get all work done within the hour lessons set. From discussions with Faculty Leaders, Teacher Union Representatives and the Senior Leadership Team we have agreed ways we can reduce pressure and continue delivering high quality lessons through remote learning.

As with most things it is difficult to strike a balance between continuing education as if you were in school and maintaining mental health and wellbeing is a challenge, but compromise must be made. To balance both aspects we have adjusted timetables for different year groups as illustrated below (the variation between days for Year 9 is due to when PE lessons are timetabled); it is important that pupils use timetabled PE lessons to have a break from work on Microsoft Teams, I know that our members of staff in PE are encouraging as many pupils to go outside and get fresh air and go for a walk if possible or at least walk around the home. Also, you will notice that the duration of lessons varies to give time to break between one lesson and the start of another; in addition, recreation time has been built into the day for each year group to give time away from constant use of IT devices

Monday to Friday										
Year	Arrival	1	2	Break	Recreation Time	3	lunch	4	5	Depart
7	8.50	9.05 to 10.00	10.05 to 10.30	10.35 to 10.50	10.50 to 11.20	11.20 to 12.20	12.20 to 12.50 (C)	12.50 to 13.45	13.50 to 14.45	14.45

Monday to Friday											
Year	Arrival	1	2	Break	2	3	lunch	4	Recreation Time	5	Depart
8	8.45	9.05 to 10.00	10.05 to 10.20	10.20 to 10.35	10.35 to 11.15	11.20 to 12.20	12.20 to 12.50 (B)	12.50 to 13.20	13.20 to 13.50	13.50 to 14.50	14.50

Monday, Thursday and Friday										
Year	Arrival	1	Break	2	3	4	lunch	Recreation Time	5	Depart
9	8.40	9.05 to 10.00	10.05 to 10.20 (C)	10.20 to 11.15	11.20 to 12.15	12.20 to 12.50	12.50 to 13.20 (C)	13.20 to 13.50	13.50 to 14.50	14.55

Tuesday and Wednesday											
Year	Arrival	1	Break	2	3	Recreation Time	4	lunch	4	5	Depart
9	8.40	9.05 to 10.00	10.05 to 10.20 (C)	10.20 to 11.15	11.20 to 11.50	11.50 to 12.20	12.20 to 12.50	12.50 to 13.20 (C)	13.20 to 13.50	13.50 to 14.50	14.55

Monday to Friday									
Year	Arrival	1	2	Break Recreation	3	4	lunch	5	Depart
10 and 11	8.35	9.05 to 10.00	10.05 to 10.50	10.50 to 11.20	11.20 to 12.10	12.20 to 13.10	13.20 to 13.50 (C)	13.50 to 14.50	14.55

In addition to these timetabled changes there are several other changes being introduced:



- Faculty, Subject and Key Stage Leaders are to review deadlines for work to avoid the sense that work must be completed each day for each subject
- Faculty, Subject and Key Stage Leaders are to review the sequence of lessons and consider using one lesson in a series of four as a “catch up” lesson or revision/review lesson
- I emailed all members of staff that no homework should be set in addition to lessons, as this too is causing pressure on pupils

Finally on this section, the whole of the week commencing 8 February 2021 to Friday 12 February 2021 inclusive is to be used as a “catch up / review of work” week, so no new lesson content is to be published on Microsoft Teams; it is to be a week of using lesson time to finish off, improve, review and reflect on work covered since 5 January 2021.

Internet Safety

I am aware that Mrs Atif, Leader of Computing and IT has issued advice and guidance to parents and carers regarding the use of the world wide web and social media. As we all know, now more than ever, children have access to social media platforms on a regular basis and they potentially have more time to communicate with friends they know and “friends” they don't know, sharing a range of content including images and videos. This is another plea that parents/carers monitor children's use of the world wide web and put in place safeguarding measures to restrict access and use of the internet.

Accessing school provision

I am aware that having children at home and continuing to either go out to work or work from home is challenging but I wish to remind parents and carers that the advice from Government is clear, the message is to stay at home. I appreciate that Government have sent out contradictory messages regarding schools reopening and who can access provision but a Government email to schools from 11 January 2021 states the following: **The guidance sets out that parents and carers who are critical workers should keep their children at home if they can.** It should only be in cases where parents and carers feel it is in their child's best interest that they come into school, having discussed this with a member of the relevant year team, to support the stay at home message in reducing possible opportunity for transmission. We have received a number of enquiries and I wish to reassure parents and carers that children of critical (key) workers can work from home especially if there is an older sibling or a parent at home; the NSPCC makes clear that children can be left at home as long it is not for lengthy periods of time and there are no safeguarding concerns.

Free School Meals

Since September 2020 we have been issuing supermarket vouchers for those who are eligible for Free School Meals and who had to self-isolate due to testing positive for COVID-19 or being in proximity of someone who tested positive for COVID-19. Since January 2021 we have issued supermarket vouchers to families who have emailed us on enquiries@titussaltschool.co.uk requesting support. Some families may see that the amounts will vary as the Winter Hunger allowance will be included in some future payments; unfortunately, there was a delay in the funding being received in school. The Government have now reinstated the voucher scheme to Edenred which was used in the first national lockdown. We will continue to work with families to register and receive vouchers.

I hope this letter provides clarification and is helpful as we continue to work within the challenges of living with a pandemic. As always, as I receive further information or changes to advice and guidance from the Department for Education (DfE) I will let you know. I am very conscious that there remains uncertainty about reopening after February half-term, but we will continue to provide support in all the ways we can.

Yours sincerely



Ian Morrel
Headteacher