



PLANNED SCHOOL CLOSURE 2020

KEY INFORMATION FOR STUDENTS AND PARENTS

19th March 2020 – Guidance provided for parents and students based on the latest information available

School will close indefinitely at 3.30pm on Friday 20th March.

We will continue to provide remote support, including setting work for all year groups, and will also continue to be open to the children of key workers and vulnerable students as defined by the government.

We are anxious to assure parents and students that every effort will be made to support their education as effectively as possible during this very difficult time. Currently we are only aware that exams will not take place as usual; however until further information about how grades will be decided has been issued, students should certainly continue to work as before: it is essential that they perform at their best to meet any assessment arrangements that may be decided over the next few days.

We understand that no remote provision can be ideal, but hope that the following guidelines will reassure you that appropriate work is being set for your child, and give you a clear idea of how to access that work.

What the school will provide:

- During the closure, teaching staff will still be available for work and will be completing teaching, marking and planning duties during normal working hours.
- Staff have been asked to set work for all classes and to put this on Microsoft 365 in folders clearly marked 'CLOSURE WORK TO BE COMPLETED'. The easiest way for students to access Microsoft 365 and their email is via the school website > student area.

Your child will have been shown several times where to find this work. If in doubt, please look for the relevant department in:

DEPARTMENTS > STUDENT RESOURCES > YEAR GROUP > and then you should find EITHER labelled folders for each class in that year group OR one folder for the whole year group.

- For KS3, staff will set work that should take the average student at least half their weekly timetabled lesson time for that subject.
- For KS4 and KS5 staff will set work that should take the average student approximately the average weekly lesson time for that subject, plus any guidance for further revision that examination classes would normally be expected to do.
- For those students who *are* attending school, a full-time, suitable curriculum will be provided.

The length of the closure is, and is likely to remain, undefined. Staff will continue to set at least **one week's worth** of work online for each group **by the first day of the closure at the latest**. From then on, **work for at least a week ahead will be planned and uploaded by the Friday before**. This will continue until further notice.

- Staff all have the ability to be in email contact with exam classes, and students in Years 10, 11, 12 and 13 should check their school email at least **once every**

working day in case they have been sent them new instructions or information. If asked to reply, they should try to do so within 24 hours.

- If staff require pupils to send them completed work for marking such as essays, they can do this via the 'HAND-IN' folders in each subject area.

They can either upload an existing file that they have already completed into the hand-in folder, or they can just go into the folder, click on 'New' at the top, and proceed to do the piece of work, which will then already be in that folder.

This is particularly useful for students who do not have Microsoft Word available at home, as it enables them to use Word online.

- Hand-In folders are in this format:

SUBJECTS > HAND-IN AREA > YEAR GROUP > and then labelled folders for each class in that year group.

Once the teacher has marked a piece of work, this will be indicated by a 'Yes' under the heading 'Marked?'

- A small number of students have no internet access at home. All staff will be issued with a list of these pupils, and **will ensure that they are given paper copies of a sufficient amount of work** in that member of staff's subject **before the closure takes effect. If they are absent from school, this work will be delivered to their home address. Please contact the school by phone if you feel you may have been missed from the list, or if your child needs more work.**

Prior to Closure

- Students should ensure that they do know exactly where all set work will be stored for each of their subjects, and practise accessing Microsoft 365 to find that work, as well as the relevant Hand-In folders.
- Students should make sure that they take home from school any folders, exercise books or text books that they may need, listening very carefully to instructions from their class teachers.
- Although students will not be expected to print out all work, and some will be marked online, particularly for examination classes, it may well be helpful to ensure that you do have an adequate supply of printer paper and ink should you wish to print out either instructions or the work that they have done.

During Closure

- Please continue to use this booklet for guidance unless told otherwise. The situation may change and we will keep in regular contact with all parents by the usual channels and via the school website to inform you of any changes.
- Remember that you can contact the school at any time during normal working hours on either office@reephamhigh.com or by leaving a message on the

answering machine on 01603 870328. Someone will get back to you as soon as possible, but please be aware that this may take slightly longer than usual.