



3 April 2020

Dear Parents/Carers,

**Re: Remote Teaching and Learning**

Firstly, thank you for supporting your child's learning at home. I appreciate that this may not be easy particularly if you are also working from home. Please also thank your child for the resilience and adaptability they have shown so far.

Now that we have all had time to settle and adapt into the new routine of having to learn from home, we are making some minor changes to help ensure that students are able to receive high quality feedback from their teachers.

**SETTING OF WORK**

All students will be set work on the days according to the **online learning** timetable we have been following (please see below). This will consist of 5 tasks a day and they will have a minimum of 24 hours to complete the work (teachers will make clear the deadline). We highly recommend that students follow a set structure to help provide them with a routine however, the order of the tasks, and what time during the day they complete these, is ultimately up to them.

Year 7 and 8 will continue to receive tasks via the Year group classrooms (CODES - Year 7 - 6xwmra7, Year 8 - 2vrs6kk) and Year 10 will continue to receive work on subject Google Classrooms. The main change is for Year 9. Instead of work being set on the Year Group Classroom we will now move to subject Google Classrooms. Teachers will email students the codes. This will ensure that teachers can set more specific work and provide greater feedback opportunities relevant to their stage in the Curriculum. It is also a good opportunity for Year 9 to become more independent in managing their online work as they progress towards their GCSEs. A Google Classroom guide is available on the website.

Staff have been reminded to think about the resources that students may or may not have at home and to ensure that instructions are clear. I have also asked staff to ensure that it is clear who the student needs to contact for help and how to submit work, along with aiming to set some tasks that do not require being online in order to reduce screen time. A level of adaptability will be required as the teacher will not be present to adapt lessons as the students make progress. Each task should last approximately an hour. If the student is still working after an hour they just need to inform their teacher that they have completed as much work as possible within the hour. For students who finish work within the hour they can spend the time consolidating and revising knowledge.

We will continue to support Year 10 students who have opted to complete the Higher Project Qualification (HPQ) to enable them to complete their projects. Students will be set work to provide them with the skills training they need via the HPQ Google Classroom area and will be offered one on one support via email and/or phone calls as necessary. In addition, students will need to independently research their projects, and advice and guidance regarding how to do this in a remote learning context will be provided. This work will be in addition to the five learning tasks a day. We would recommend that your child spends at least 90 minutes a week working on their HPQ.

## ASSESSMENT AND FEEDBACK

With regards to assessment and feedback we have been fairly relaxed these last two weeks regarding expectations for students to complete work; we have been more concerned with wellbeing and allowing everyone (parents and staff included) to have the time to adapt to this new way of learning. However long term we do not feel it is right for young people's education to be impacted by this situation and therefore we need to ensure that feedback is provided. In order to do this we will expect all students to engage with online learning and ensure that work is submitted when required. Individual departments will make this clear to students as different subjects will require different approaches. While we do not want to sanction students if they do not complete the work, preferring to reward students instead, it is important to note that if students do not engage with the process they put themselves at risk of falling behind. Of course there are some students who have specific needs and some families that have specific requirements and need flexibility and we will of course adapt expectations to meet specific needs. Please can we ask that you let your child's teachers and tutor know if there are any barriers your child may face so that we can support accordingly.

With regards to any scheduled year group exams we will be putting these on hold until we have decided on the best way to conduct these. I will contact you again once this has been confirmed.

## SUPPORT

We have now put support in for students who were not able to access online learning initially and are now confident that our whole community can access online learning. If online learning is going to be difficult please contact me as soon as possible so I can help you.

We appreciate that there will be times when students are ill and unable to complete work. If this is the case please ensure that they email the teachers who will be setting work that day so they are aware. If they are ill for a second consecutive day please email [attendance@colstonsgirls.org](mailto:attendance@colstonsgirls.org). If you have any wellbeing concerns or need assistance please do not hesitate in contacting your child's tutor. Where possible we would still expect them to catch up the work missed just as they would if we were at school.

There will be no work set over the Easter holidays as students need time to relax. However I have created a range of optional fun activities that they may wish to engage in.

<https://docs.google.com/presentation/d/1cmeK699zO5EUo9Kj46N4cCcl1eTJB4PPKxALVBp3ffo/edit?usp=sharing>

The Easter holidays will also be a good time for students to catch up on work that they have not been able to access fully in the last two weeks. Remote Learning from home will begin again on Tuesday 21st April.

Do take care of yourselves and I hope that your child has a restful Easter holiday.

Kindest regards,



Kate Cooper  
Assistant Principal

### TIMETABLE Y7, 8, 9

KS3	Task 1	Task 2	Task 3	Task 4	Task 5
<b>MON</b>	PE	HISTORY	MATHS	ENGLISH	PSHE
<b>TUE</b>	LANGUAGES	MUSIC	SCIENCE	GEOGRAPHY	COMPUTING
<b>WED</b>	PE	MATHS	ENGLISH	SCIENCE	ART
<b>THU</b>	LANGUAGES	ENGLISH	RS	MATHS	SCIENCE
<b>FRI</b>	STEAM	STEAM	DRAMA	LANGUAGES	FOOD

### TIMETABLE Y10

Y10	Task 1	Task 2	Task 3	Task 4	Task 5
<b>MON</b>	CORE PE	ENGLISH	MATHS	OPTION B	OPTION C
<b>TUE</b>	OPTION A	ENGLISH	MATHS	OPTION B	PHYSICS
<b>WED</b>	CORE PE	ENGLISH	MATHS	OPTION C	PHYSICS
<b>THU</b>	OPTION A	ENGLISH	MATHS	CHEMISTRY	BIOLOGY
<b>FRI</b>	OPTION A	OPTION B	OPTION C	CHEMISTRY	BIOLOGY

OPTION A (Class 10A)	OPTION B (Class 10B)	OPTION C (Class 10C)
Art & Design Geography 10A History 10A RS Business 10A Engineering PE	Art French Geography 10B History 10B Spanish 10B Business 10B Performing Arts ASDAN	Food Geography 10C History 10C Music Spanish 10C Computer Science Drama