



6 January 2021

Re. School Closure

Dear Parents/Carers,

Further to the recent government announcement that England will be in lockdown, I can confirm that school will remain **closed to all students until further notice, except vulnerable students and students with key worker parents/carers**. A list of key/critical workers can be found here;

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

The government plan to review the situation at February half term.

We are guided by our risk assessments for the safety of our students and staff. If key worker/vulnerable students **have an adult at home who can supervise them, or if parents/carers feel their child can learn safely at home, then they should remain at home**.

Learning

Each student will be provided with live lessons for their timetable, including their form time. Where staff circumstances prevent staff from delivering live lessons, a pre-recorded lesson or appropriate work will be uploaded to Microsoft Teams. The PE Department have uploaded a variety of activities to their VLE page, for students to take part in for practical PE lessons.

When a student has completed their work, the staff member will ask them to either upload the work to the Microsoft Teams folder or to email the work to them.

Students are expected to attend all lessons promptly, as a register will be taken at the beginning of the lesson. If a student is too ill to access lessons (in school or virtually), the Attendance Team must be contacted on Attendance-Department@harrogatehighschool.co.uk before 8.00am, so that teaching staff can be informed.

From next week, if a student misses a virtual lesson, this will be recorded on ClassCharts, to enable staff to understand access to learning. We are aware that some students may be having trouble with technology or internet. Please be reassured that we are understanding of this situation and are taking this approach to ensure an overview of learning is maintained. If a student repeatedly doesn't access the online learning, a member of staff will make contact with the parent/carer to offer further support.

In line with the government advice that secondary school students should access at least four hours of learning each day and to support our students whilst they build their resilience to this new way of working, lessons have reduced from one hour to 50 minutes.



A useful protocol for online lessons via Microsoft Teams is attached. We expect the highest standards of behaviour from all students during these lessons.

Technical issues

Should a student experience technical issues with their email or accessing Microsoft Teams, IT support can be contacted at help@harrogatehighschool.co.uk

Computer access

We have issued laptops where these have been requested by parents/carers. Following our survey yesterday, we are aware that some students don't have sole use of a laptop for their full timetable of online lessons. If this applies to your child, please read the attached HHS Laptop Home School Agreement prior to completing the online form (see link below) and we will arrange a laptop for you as soon as possible.

<https://forms.office.com/Pages/ResponsePage.aspx?id=GhaYxbqJLk6S1ihcNV5AH3vGXwZ3875OnDiMnN8Aeu1UMko4NDNIVjhWOUZXRIY0WkswR1hHVkNYVi4u>

There is no need to print any of these documents, clicking submit is all that is required after completion.

Key worker/vulnerable students

Students attending school will be supervised in an ICT suite and will access their online or pre-recorded lessons from their teachers on Microsoft Teams. Students should attend in full school uniform and can wear PE kit on days where they have a PE lesson, as there will be opportunities for light physical activities to take place. Students can still buy lunch in school or access their free school meals, however there will be a restricted choice, given the small number of students in school. Please ensure that your child has sufficient funds on their ParentPay account.

Free school meals

We will continue to support our families by providing a weekly food parcel for those students entitled to free school meals whilst learning at home. From Monday, the food parcel will be slightly different and will consist of the following:

- Full loaf of bread
- Small tin of beans
- Small tin of tuna
- Jacket potatoes x 3
- Tub of grated cheese
- Slices of ham
- Fresh fruit selection x 5 portions
- Cucumber and tomatoes
- Oreo biscuits x 5 portions
- Yoghurt tubes x 5 portions
- Orange / apple juice carton x 5 portions



We do hope that all entitled families take up this offer. Food parcels are available for collection weekly on a Monday between 11:30am – 12pm. Please email meals@harrogatehighschool.co.uk to arrange collection.

Contacting School

From Monday, telephone lines will no longer be manned throughout the school day. For safeguarding issues, please contact a Designated Safeguarding Lead on 07902 340836 or 07889 725557. All other communication should go through admin@harrogatehighschool.co.uk

Support for students and parent carers

Your child's wellbeing is of the utmost importance to us. Please do not hesitate to contact us if you are concerned about your child's wellbeing. Attached is a list of support available to support you and your child throughout lockdown.

Exams

The government confirmed today that summer exams for GCSE and A Level students will be replaced by teacher assessed grades. It is essential that students continue to work hard in their studies, regularly submitting work to their teachers to ensure staff are fully informed of their current progress.

I can confirm that the **Travel and Tourism BTEC exam in January will still take place** and that the school will adhere to all social distancing regulations, as detailed in our school risk assessment.

I'd like to take this opportunity to thank you for your kind messages and ongoing support, it has meant so much to our staff at this time.

Wishing you and your family all the very best in the coming weeks.

Yours faithfully,

Charlotte Clarke
Academy Head

Attached:

- HHS Laptop Home School Agreement
- List of support for students and parents/carers
- Online meeting and lesson protocols