

17 March 2020

Good afternoon everyone,

I hope you and your children have had a good start to the week.

I'm going to continue to send updates as often as I can, and to be as brief as I can. Today, I'd like to remind parents of a couple of procedures we mentioned yesterday, and to offer some more detail about what will happen if the school had to close for a time.

The reminders:

- All students who have been overseas will be required to self-isolate for 14 days.
- All students who have been in close contact with anyone who has been overseas are required to self-isolate until 14 days after the overseas contact has passed.
- All parents of students who are on self-isolation should contact Alex Reed to confirm that they are self-isolating and when they will be able to return.

I'm highlighting these points because they are different to the Government's rules. Even though the Government is asking everyone who arrived after 1 am on Monday to self-isolate, we are including anyone who has been overseas in the last 14 days.

I've been asked about our plans if the school had to close. Although I do not think this is likely to happen in the next week or two, we are ready, and this is what we have decided to do. Please note that this is just a brief outline. The Primary School and the College will explain the procedures in detail to parents at the time of closure:

In Primary:

- We will communicate important messages to families on Seesaw as well as answer any questions parents may have about learning within 24 hours, Monday to Friday
- We will set work and hold online lessons on Microsoft Teams. These have all been set up and are ready to use.
- Teachers will be available online Monday to Friday between the hours of 8:30am and 3:15pm
- Teachers will be live, online, in video or audio, through Teams for about half an hour of each lesson - that's about 3 hours in each day
- Lessons will be from the full range of curriculum subjects and will involve video explanations of the lesson, relevant clips available on the internet and work to be completed
- Work will be available for students to complete each day, not just as a project to be completed over a week
- Teachers will mark work online where possible and give students advice on next steps
- Lessons will be available in the same ratios as currently appear in the weekly timetable i.e. if there are 3 periods of Science scheduled for a Year 6 class in a week there will be 3 lessons of work available

This means that students will need to have access to Microsoft Teams. They will be able to use this on a laptop (Mac or Windows) or on an iPad. All Pinehurst students have a Microsoft Office 365 account, which means you will be able to download Teams and other Microsoft Office applications at no cost onto the device of your choice. Students also have a username and a password, and these have been given to students in Year 4-6. We will be writing to parents of students in Years 1-3 and 4-6 with these details in the next few days. **Please wait for us to contact you with details about this before contacting our IT team.**

In College:

- All lessons will be set on Schoolbox with outlines of expectations and a regular plan for work. Links to One Note are in place and students will access these as they would in class or at home as usual.
- We will use Microsoft Teams for students to interact with their teachers. All classes have been set up in Teams, which enables easy access for students and teachers.
- Teachers will be available live, online, through a combination of video and audio, during their normal lesson time.
- Lessons may also include staff talking through a presentation or providing a recording of themselves as they work through activities.
- Students will be expected to be present online during their normal lesson schedule to allow them to complete the work and to engage with the teacher and other students in the online lesson.
- Teachers will provide feedback on student work online

All students in College have their own devices and already use Microsoft Office 365 applications. Teachers this week and next week are showing students how to use Teams and practising how to use it. We are also - for the IT specialists in our parent community - running a range of tests of the technology, solving problems and managing issues along the way.

I hope you can see that this is quite a comprehensive approach to online learning.

Please also note that we cannot deliver this full online programme while the school is still open. If your child is not at school at the moment, we are providing work through Schoolbox and email.

Apologies for another long email. I hope, though, that it offers you a picture of how we will run the school if we have to close at any point.

Kind regards
Alex

Alex Reed

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Our place