



8 December 2020

Dear Parents/ Carers,

**Re: Partial closure – Year 8 and 9 students from Wednesday 9<sup>th</sup> to Thursday 17<sup>th</sup> December inclusive**

I am writing to let you know that Year 9 students will be required to work from home from tomorrow onwards and will not return before the end of term. I can also confirm that Year 8 students will continue to work from home between now and the end of term.

I don't underestimate how disruptive this is for students and families and we have not taken this decision lightly. After a number of weeks of record student and staff attendance, we have had positive COVID cases in Years 9, 10 and 11 this week and we now have a significant number of teaching staff absent from school, meaning that we can no longer cover all classes.

Whilst away from school, students in Years 8 and 9 will continue to access learning each day. Students will receive teaching using Microsoft Teams and should follow their normal timetable each day from period 1 tomorrow. Detailed guidance can be found overleaf.

Students who have previously indicated that they do not have access to a PC, laptop, tablet or other device have an opportunity to collect one from our site at the following times:

- Year 8 students: between 2.30 and 4.30pm today
- Year 9 students: between 9.00 and 11.00am tomorrow

I want to stress that during this time the rest of the school remains open as normal to students in Years 7, 10, 11, 12 and 13.

Thank you for your support at this difficult time and I would reiterate our wholehearted commitment as a team of staff to ensure as much consistency and high-quality learning for your children as possible for the remainder of this term.

Yours faithfully,

Mr D. Hobbs  
Principal

## Guidance for Year 8/9 students and parents of students working from home

- Please follow your normal timetable (this can be accessed via Go4Schools).
- All of your lessons and resources for those lessons will be uploaded to Teams. Please follow the guidance below regarding how to log onto Teams. If you have problems accessing Teams then you must send an email with a screen shot immediately to [servicedesk@archwaytrust.co.uk](mailto:servicedesk@archwaytrust.co.uk) so that we can support you to access as soon as possible.
- For each lesson, log onto your class team at the correct time on your timetable and the teacher will have uploaded clear instructions for the lesson, a power point (or platform/video activity) with them talking you through the activities and a Teams Quiz for you to complete to show your learning and receive instant feedback. You must complete the quiz for each lesson to show that you are completing the work, to receive feedback and to support your teacher to identify where you have any misconceptions.

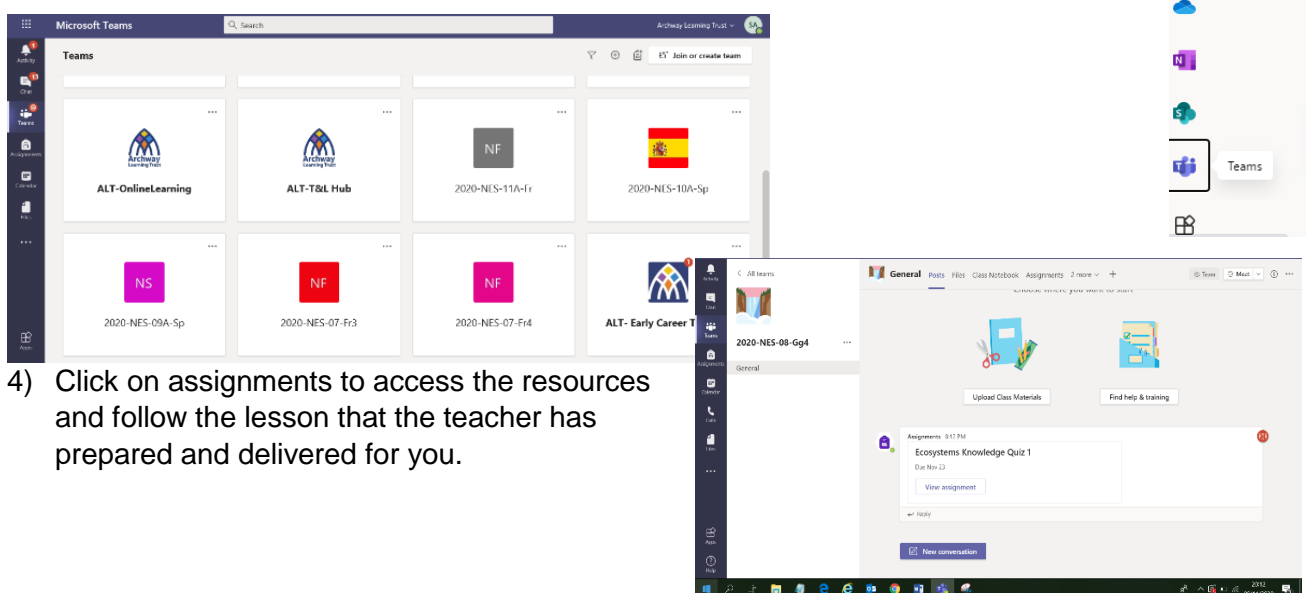
If you have any problems or questions then please email your year leader immediately so that we can support you.

Thank you, Mrs Anderson

A reminder as to how to log into Teams:

- 1) Go to [www.office.com](http://www.office.com) and sign in with your **school email address and password**.
- 2) You will see the following screen, look for the Teams icon and click on it. →
- 3) Click on the class for the subject you are doing for example 2020-NES-08-Fr3

Fr = French



The image shows two screenshots of the Microsoft Teams interface. The top screenshot displays the 'Teams' page with a grid of class teams. The teams listed include 'ALT-OnlineLearning', 'ALT-T&L Hub', '2020-NES-11A-fr', '2020-NES-10A-Sp', '2020-NES-09A-Sp', '2020-NES-07-Fr3', '2020-NES-07-Fr4', and 'ALT- Early Career T'. The bottom screenshot shows a detailed view of a team named '2020-NES-08-Gg4'. The 'General' channel is active, showing options to 'Upload Class Materials' and 'Find Help & training'. An assignment titled 'Ecosystems Knowledge Quiz 1' is visible, with a due date of Nov 12 and a 'View assignment' button.

- 4) Click on assignments to access the resources and follow the lesson that the teacher has prepared and delivered for you.