

18th May 2020

Dear Parent/Carer,

I am writing to give you an update on The Swan's partial closure as the country's coronavirus lockdown starts to ease.

### **In-School Provision**

In line with government guidance, from 1st June some primary school children will start to go back to school (with initial priority given to reception, year 1, and year 6). It is expected that, in secondary schools, students in year 10 and year 12 will have some face-to-face contact with their teachers before the summer holiday.

As we are a secondary school with neither of these year groups, there will be no significant change to the in-school provision at The Swan. However, we recognise that we have an important role to play in supporting our wider community so we would like to remind parents who are key workers that they are welcome to send their child to school. If you have not yet taken up this offer but would now like to, please do get in touch with us via [headteacher@theswanschool.org.uk](mailto:headteacher@theswanschool.org.uk). In addition, we are aware that some students have struggled more than others to access distance learning and are starting to fall behind. We will therefore be contacting some families directly to invite children into school if we feel that they would benefit significantly from a more structured school environment.

As we plan for a potential increase in student numbers, I would like to reassure you that we have social distancing measures in place for all staff and students who are in school. Regular, frequent handwashing is enforced, students work at individual desks and play 2m apart at break, all equipment is sanitised at the end of the day, and we have increased our cleaning regime. Whilst it is not possible to eliminate all risk completely, we are confident that our school environment is as safe as it can be.

### **Distance Learning**

As it is now clear that the majority of secondary school students are unlikely to return to school before September, effective distance learning becomes even more important to ensure our students don't miss out on this vital stage in their education. Thank you for all your support so far in helping students to learn effectively. Below is a reminder of the distance learning provision that we have in place and how you can support at home:

	Detail	How you can support
Distance Learning	<ul style="list-style-type: none"><li>• Four subjects per day are set using Google Classroom. Daily instructions are also emailed to parents.</li><li>• Work is set using a range of methods, including online resources, worksheets, and video lessons.</li><li>• One piece of work per subject per week is submitted for feedback.</li><li>• Students should spend 60-90 minutes per</li></ul>	<ul style="list-style-type: none"><li>• Ensuring, where possible, that your child has a suitable place to work.</li><li>• Help your child establish a daily routine.</li><li>• Talk to your child about their learning - find out what they have been learning each day.</li><li>• Check to ensure they are keeping up to date.</li></ul>

	subject per day.	
Enrichment	<ul style="list-style-type: none"> <li>• Holiday activity packs have been provided. These activities can also be used as enrichment during term time.</li> <li>• Year 7 Chat on Google Classroom allows students to keep in touch with each-other in a lightly controlled environment.</li> <li>• Enrichment opportunities such as the Audio Bookclub have been established.</li> <li>• Assemblies are distributed each week to maintain our sense of community and remind students of our school values.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage your child to take part in enrichment activities and spend time away from their screen.</li> <li>• Build in time to go outside each day.</li> </ul>
Welfare Calls	<ul style="list-style-type: none"> <li>• Weekly phone contact with all students to check up on welfare and follow up any issues with work completion.</li> </ul>	<ul style="list-style-type: none"> <li>• Try to be available for calls - if there is a particular time that works for you, please let us know!</li> <li>• Proactively keep us informed about any issues that we might need to know about. <ul style="list-style-type: none"> <li>◦ We are here to support <u>you</u> as well as the students</li> </ul> </li> <li>• Let us know about anything great that has been going on.</li> </ul>

### **Preparing for a Return to School**

When we return to school, it is vital that our teachers know how much students have learned so that we can fill any learning gaps and address any misconceptions. This will be an important part of their reintegration back to school.

We will therefore be setting quizzes the week starting 6th July (the second to last week of term) to help us find out more about our students' progress. These quizzes will be completed online and will be instead of (not in addition to) lessons on particular days. The quizzes will be based on the content that has been covered this cycle. They will not require any additional preparation, apart from continuing to work hard on the distance learning tasks set over the next few weeks. Students will receive a score for each quiz and we will use this information to plan our teaching for September. Students will not be ranked or judged on their scores and we will not be producing a report.

Yours sincerely,



Ms. K. Wood  
Headteacher