

Thursday 31st December 2020

Dear Parents/Carers,

UPDATED ARRANGEMENTS FOR THE START OF CYCLE 2 (SPRING TERM, JANUARY 2021)

I am writing to give you further details about arrangements for the start of next cycle (January 2021) in light of the guidance that was released by the Department for Education on the 30th December. This letter contains important information so please do take the time to read it carefully.

Delayed start to face-to-face education for most secondary school students in January 2021

- The festive period is likely to be a time of increased social contact for many families. In order to reduce the risk of the virus spreading when children return to school, face-to-face lessons for most students will be delayed until **Monday the 18th January**.

Distance Learning (4th to 15th January)

- Students will be expected to learn remotely during the weeks starting 4th and 11th January. We have already lent chromebooks to the vast majority of students in order to help facilitate this.
- Work will be set on Google Classroom with resources for each day being posted the night before.
- **All students will follow a timetable of five lessons per day. This will take the form of video lessons filmed by teachers with online work submitted for each lesson.**
- Students will be expected to complete a short form by 9.30am every morning to register their attendance.
 - [Guidance on how to access distance learning via Google Classroom can be found here.](#)
 - Distance Learning Timetables for [year 7](#) and [year 8](#) can be found here.
 - [If your child has any IT issues preventing them accessing Google Classroom, please let us know using this form.](#)

In-School Provision

- In-school provision will be available for the children of key workers from Monday 4th to Friday 15th January. [If you are a key worker, please use this form to request provision so that we can plan accordingly.](#) **Please submit your request by Friday 1st January.**
- We will also be inviting targeted students into school for provision - this will include students with EHCPs, vulnerable students, and those who we know have struggled to access distance learning in the past. [Please do let us know if you think your child falls into this category but you have not received any contact before the end of the year.](#)
- Students in school will follow the same timetable as those learning from home. The day will run from 9.15am to 3pm (no tutor time). Students will need to wear their PE kit and bring their own packed lunch.

Testing of staff and students for Covid-19 using lateral flow tests

Lateral Flow Tests (LFT)

- In January, lateral flow tests will be made available to schools to help identify asymptomatic carriers of Covid-19. These tests are less accurate than PCR tests, but results are available within 30 minutes. Tests can be administered to any staff and students who have given consent.
- Our first batch of LFTs are scheduled to be delivered to school on 4th January and we will be using this week to fully train staff and set up our testing centre.
- Staff will be routinely tested on a weekly basis from the start of January.
- It is our intention to test all students before they return to school on the 18th January.
- In order to support our staff with testing, we are looking for any community volunteers who might be able to help in the long run. If you are interested, please email headteacher@theswanschool.org.uk and we will get back to you in the new year.

Mass-Testing - week commencing 11th January

- It is our intention to test as many staff and students as possible before the full reopening of school on the 18th January in order to reduce the risk of asymptomatic transmission when students return. As all of our children are under 16, parents must give written consent for their child to be tested. [Please complete this form to give your consent by Sunday 3rd January 2021.](#) If the form has not been completed, we will not be able to test your child.
- Mass testing will involve two tests being administered three days apart. We will put together a programme for when each tutor group will be invited into school for their first and second tests. **Invitations will be sent out to you during the week starting 4th January.**

I do understand that this is a lot of information to take in so late in the year so please do get in contact after the Christmas break if you have any questions. On behalf of everyone at The Swan, we wish you the very best for the new year and we look forward to seeing the children again on the 18th January.

Yours sincerely,



Kay Wood (Headteacher)