

Tuesday 5th January 2020

Dear Parents/Carers,

NATIONAL LOCKDOWN (JANUARY 2021) - CONFIRMED ARRANGEMENTS FOR THE SWAN

In light of the government's announcement on Monday 4th January about the national lockdown, I am writing to confirm The Swan School's arrangements to ensure that your child receives the very best possible education despite these difficult times. The key points are as follows with more detail provided below:

- **School will be closed** for the majority of students from 4th January until February half term (provisionally).
- All students will now learn using '**distance learning**' resources.
- The children of **key workers and some targeted students** will continue to attend on-site provision.
- All families will be contacted at least every two weeks to check on **student welfare** and offer support.
- **Staff and students on-site will now be tested for COVID-19** using lateral flow tests to help identify asymptomatic carriers of the virus. We intend to mass-test all other students before they return to school at the end of lockdown.

I want to emphasise that, despite the challenges, we are exceptionally well placed to maintain very high quality provision. For example, in advance of this lockdown, we have already distributed IT devices to students, taught all of our students how to access Google Classroom, and practised preparing video lessons. We are confident that, with your support, all of our students can continue to make excellent progress - over 90% of our students have already started to access their distance learning!

Distance Learning

- Students will be expected to learn remotely during the lockdown period.
 - 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, which should amount to about five hours of work. This will take the form of video lessons filmed by teachers with online work submitted for each lesson.**
 - [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.
 - **Please get in contact via the school office if your child has any issues accessing distance learning resources.**
 - Students will be expected to complete a short form by 9.30am every morning to register their attendance. Please let us know in the normal way if your child is ill and unable to complete their distance learning work for the day.
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Student Welfare

- We understand that long periods of absence from school can take a toll on children's mental health and be challenging for families. School staff will therefore aim to contact each family at least every fortnight to check in and offer support.
 - Most children will be contacted by their tutor or co-tutor. Some will be contacted more regularly by a member of our Accelerated Learning or Pastoral teams.
 - **We will be getting in touch using parent contact numbers - please do look out for calls as they may come from an unknown or withheld number.**
 - Online vouchers will be distributed to families who receive free school meals. If you think you are eligible but have not received any communication from us, please let us know.
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On-site Provision

- In-school provision will be available for the children of key workers throughout the lockdown period. **If you are a key worker who would now like to take up this offer of provision, please email office@theswanschool.org.uk.**
 - 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. **If you think your child falls into this category but have not yet been contacted, please email office@theswanschool.org.uk.**
 - Students in school will follow the same timetable as those learning from home but will be supported by teachers. They will also participate in PE lessons.
 - The day will run from 9.15am to 3pm (no tutor time). Students are welcome on-site from 8.30am.
 - Students should bring their own headphones if they have them.
 - Students will need to wear their PE kit
 - Students will bring their own packed lunch.
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Testing of staff and students for Covid-19 using lateral flow tests

- Lateral Flow Tests (LFTs) are a new, quicker way to test for COVID-19. From January 2021, they have been made available to schools to test staff and students on-site in order to help identify asymptomatic carriers of the virus.
 - Staff will be 'routinely tested' on a weekly basis from the start of January. 'Serial testing' will also be used on staff who have come into contact with someone who has tested positive for Covid-19. In these cases, individuals will be tested before school each day - if the test returns a negative result they will be able to stay in school, minimising the need for self-isolation.
 - Students attending on-site provision will be tested at the start of January - a consent form has been sent directly to you if this applies to your child.
 - It is currently our intention to mass-test all students before they return to school following the national lockdown. More details about this will follow once we have more clarity about when the lockdown period will end.
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I understand that this is a lot of information to take in at what is potentially quite a stressful time. We want to be here to support our whole community so please do get in contact if there is anything we can do to further support your child or your family. As always, let us know if you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kay Wood', with a horizontal line underneath.

Kay Wood (Headteacher)